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ABSTRACT

Western Illinois University is part of the state higher education system and as such is governed by the Board of Governors of State Colleges and Universities. The 1974 edition of the faculty handbook outlines the university's organization and administration within the state system and individually. Additionally, the handbook provides special information for new staff members; policies for the use of university facilities, supplies and equipment; and a list of available services. Personnel policies are detailed including salaries, absences, teaching and nonteaching responsibilities, scholarship and class regulations, appointment, promotion, tenure and termination. (JMF)

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WESTERN ILLINOIS UNIVERSITY

FACULTY HANDBOOK

HE 007 143

July 1, 1974
(replaces page
dated 7/24/73)

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NEW FACULTY AND STAFF

Welcome to Western Illinois University!

Section II of the Handbook has been compiled especially for newcomers to the campus, and it is hoped the information will be helpful as you become "at home" at WIU.

University Activities

All members of the faculty and administrative staff are cordially invited to attend and to participate in the many University functions which are scheduled during the year.

Various teas, receptions, and parties will provide opportunities to meet colleagues on a social basis.

Departments of the College of Fine Arts offer plays, exhibits, conferences, concerts, master classes and workshops to the University community throughout the year.

The Bureau of Cultural Affairs of the Student Government Association presents an outstanding Artists Series (events such as drama, solo artists, symphonies, choral groups, dance) as well as a series of nationally known speakers.

The University Union Board sponsors pop concerts, special dinners, dramatic productions, musical artists, coffeehouses, films, children's parties, and tours--both abroad and within the United States.

Workshops offered by the University Union craft shop are open to all members of the University community.

Sports enthusiasts will enjoy the wide variety offered through the men's and women's athletic schedules.

PAYROLLS

All University staff, excluding Civil Service hourly employees, are paid monthly, and warrants are due on the first working day of the following month. (Exception: Payment will be made on the last working day of the month when the first falls on a Saturday, Sunday or holiday.)

Before a new employee may be placed on the payroll, the following forms must be completed and filed in the Business (Payroll) Office, Sherman Hall 221:

Tax forms as required by Internal Revenue Service
Tax forms as required by State of Illinois.

It is important that new employees complete the necessary forms before the fifteenth of the month. Failure to do so will result in omitting the employee's name from the payroll for the first month.

Changes in Federal income tax exemptions may be filed at the Business (Payroll) Office and will become effective the month following completion of the form provided for this purpose. (Special tax provision: An employee may elect to have 18, 20, 22, 25, or 30% withheld for income tax purposes. Forms for this purpose must be signed prior to these dates.)

Changes in exemption claims for Illinois state income tax must be filed as prescribed by law. Information is available in Business (Payroll) Office.

Staff members may authorize payroll deductions for:

IAHE	State Universities Retirement System
AAUP	tax-sheltered annuities*
AFT	union dues
Credit Union	United Fund
health insurance	United States Savings Bonds
life insurance	Western Illinois University Foundation

For further information, contact the Business (Payroll) Office.

*Limited to companies approved by the Board of Governors.

Authorization for Payrolls

The Business (Payroll) Office must have the appropriate authorization from the following offices before placing an individual on a University payroll (from State funds or University-controlled funds):

Assistant to the Academic Vice President for academic and administrative employees
Director of Civil Service Personnel for civil service employees
Financial Aids Officer for student employees

Payment Schedules

For academic staff during regular year:

A. On 9-month contracts:
Nine equal installments to be paid September through May. Exception: May check for those leaving the employment of the University will be delivered on May pay date, or later, upon completion of clearance blank. (See IX-b) University School personnel paid from contract with District 185 will be compensated on the same schedule.

B. On 9½-month contracts:
One-half month in August; full month September through May.

C. On 10-month contracts:
One-half month in August; full month, September through May; one-half month in June. (Or full month August through May, depending upon term of employment.)

D. Regular, full-time faculty on 9-, 9½-, or 10-month contracts:
May elect to have total contract paid in twelve installments, September through August.
NOTE: This method of payment must be designated prior to the September payroll, and no changes may be made during the year. If no designation is filed, payment will be in accordance with Schedule A, B, or C. An amended designation of method of payment may be filed at any time to become effective the following September.

E. On Fall Quarter contract:
One month each: September, October and November.

F. On Winter Quarter contract:
One month each: December, January and February.

G. On Spring Quarter contract:
One month each: March, April and May.

H. Less than full-quarter contracts:
To be arranged on an individual basis.

I. Less than academic year contracts:
To be paid on the quarter contract schedule.

For graduate assistants during academic year:

Campus assignments:

and

Public school assignments: Nine months, September through May.

PHYSICAL EXAMINATIONS

By regulation of the Board of Governors of State Colleges and Universities new faculty and administrative employees (excluding part-time) must complete a physical examination, the results of which are to be filed in the Academic Personnel Office. The examination will be given by a University Health Service physician at no cost to the employee. The examination should be completed before or very soon after the beginning of employment. If the examination is not completed within ninety days after employment begins, payroll warrants will be withheld.

Disability

Disability claims are subject to the regulations of the State Universities Retirement System. An employee who has been disabled must meet the requirements of the Retirement Board when he wishes to resume employment. In addition, the University may require certification by a university-appointed physician that the employee is able to resume his duties. (See Act Governing the Universities Retirement System of Illinois and Retirement System of Illinois and Retirement Systems Reciprocal Act, as revised.)

PERSONNEL FOLDERS AND TRANSCRIPTS

New Staff

Each new academic and administrative employee is required to complete a personnel folder to be filed in the Academic Personnel Office. Also required are official transcripts of all graduate work as well as a recent photograph. Undergraduate transcripts are required only for persons not holding graduate degrees.

All of these forms are due within thirty days following the beginning date of employment.

All Staff

Official transcripts should be filed in the Academic Personnel Office immediately upon completion of additional graduate work. (Also, see Section IX-g.)

Statement of Access to Personnel Records

In accordance with past and present policies of Western Illinois University and the recommendation of the Council of Faculties, an individual's personnel file, accumulated subsequent to his appointment but excluding any confidential letters of recommendation solicited by the faculty member, is available to him at any time at his request. These records are available in the Academic Personnel Office.

STATE UNIVERSITIES RETIREMENT SYSTEM OF ILLINOIS

A booklet containing the complete rules and regulations of the State Universities Retirement System of Illinois is available for all new employees.

The law permits an employee to elect to participate in the Retirement System immediately or beginning the first day of the payroll period next following the completion of one, two, or three years of employment. He is required to become a member upon completion of three years of employment, if he does not elect to participate prior to that time. This option to participate is not available to a person who was already a member of the Retirement System on August 5, 1971, the effective date of this change. Once the employee has exercised his option to participate during his first, second, or third year of employment, his decision is irrevocable. If he elects to participate, his decision must be forwarded to the Payroll Office within the first 30 days of employment in the first, second, or third year.

A person who is hired at age 58 or over will not qualify for survivors' insurance protection (unless he has credits in another retirement system covered by the Reciprocity Law).

A person is not eligible to participate if he becomes an employee after August 31, following attainment of age sixty-eight.

Social Security

The University is not affiliated with the federal Social Security program.

MOVING EXPENSES FOR NEW FACULTY

The following policy was approved by the Board of Governors of State Colleges and Universities at the April 18, 1970, meeting, effective for 1970-71 appointments:

> New full-time faculty members will receive an allowance for moving of $50.00 plus 30¢ per mile, one way, as determined by concentric circles on a map, up to a maximum of $350.00.
>
> When two members of the same household are appointed to full-time faculty positions, moving expenses will be paid in an amount not to exceed the allowance for one member.

Such expense will be payable subject to the adequacy of legislative appropriations.

The following procedure will be followed at Western to implement this policy:

1. Within one month after employment begins for the new faculty member, a requisition will be initiated by the department and forwarded to the Academic Personnel Office for approval.

2. The requisition is to be charged to Contractual Services - General Instructional Expense (1035). While the amount will not be charged against the departmental budget for Contractual Services, the amount will be recorded as a departmental expense.

(NOTE: This policy is not applicable in cases of temporary employment.)

INTERVIEW TRAVEL EXPENSE

The following procedure will be followed at Western to reimburse candidates for necessary expenses:

1. Secure prior approval of appropriate dean to invite the candidate for interview. (Approval must be in writing and a copy of the approval form must be filed with the Academic Personnel Office. Forms are available in the Academic Personnel Office.)

2. Send the candidate the policy on payment of expenses when he is invited.

3. After the interview, submit a requisition, with receipts and letter of authorization attached, through appropriate dean to the Provost's Office for final approval and transmittal to the Business Office for payment. Interview expenses must be charged to Contractual Services line item rather than travel. The requisition must be submitted within thirty (30) days following acceptance of contract (or interview in event contract is not offered).

4. Charge the expense to line item Contractual Services in the appropriate dean's office.

This policy applies to candidates for regular positions only, and all reimbursements will be made in full accordance with existing State Travel Regulations. (See Section VIII-b)

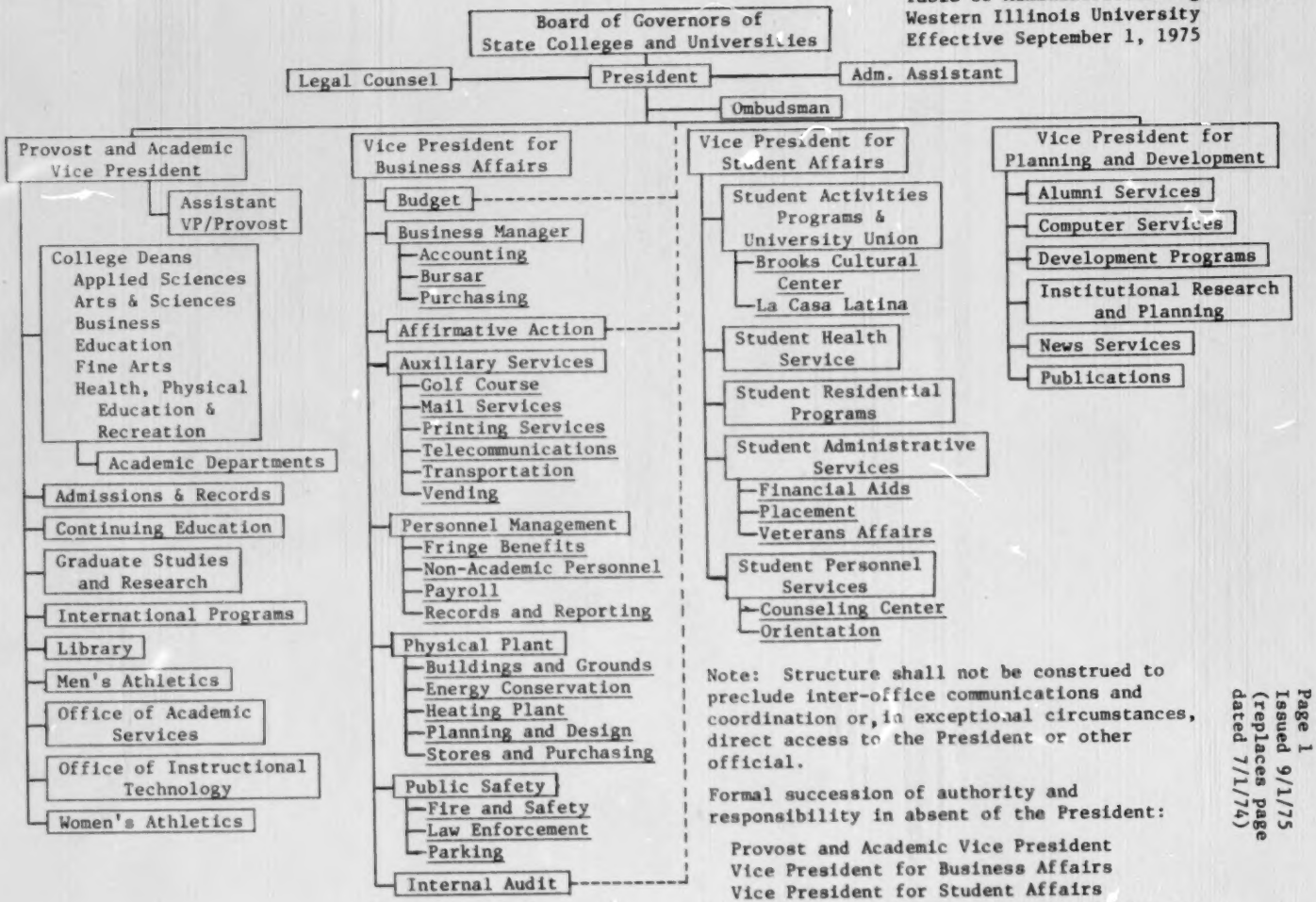
THE BOARD OF GOVERNORS OF STATE COLLEGES AND UNIVERSITIES, AND THE UNIVERSITY

The Board of Governors of State Colleges and Universities formulates policies for the institutions under its control, and ordinarily does not deal with the details of internal administration within the individual school. Any problems which arise should be referred to the President, or his representative, who will then make decisions in accordance with Board policies.

If any extraordinary situation should arise whereby a faculty member, a staff member, or a student feels it necessary to communicate directly with the Board, the following policy prevails: "All communications to the Board regarding matters of institutional concern (only such matters which cannot be resolved in the institution) from faculty, staff and students of the institutions under its jurisdiction will be submitted simultaneously to the chairman of the Board and the Executive Officer in order that they may be informed of the nature of the communications. Exceptions to this communication pattern would occur only under extraordinary circumstances." (Governing Policies of the Board of Governors of State Colleges and Universities, September 1971, X-9-a-(2) (a), p. 55) It is also requested that the President of the University be provided with a copy of the communication.

Requests by faculty, staff, students, and representatives of the public-at-large to make presentations to the Board must be submitted in accordance with Governing Policies, X-9-a and b, pp. 54-57.

Table of Administrative Organization
Western Illinois University
Effective September 1, 1975



Note: Structure shall not be construed to preclude inter-office communications and coordination or, in exceptional circumstances, direct access to the President or other official.

Formal succession of authority and responsibility in absent of the President:

Provost and Academic Vice President
Vice President for Business Affairs
Vice President for Student Affairs
Vice President for Planning and Development

ADMINISTRATIVE DIRECTORY
1975 - 1976

President	Leslie F. Malpass
Administrative Assistant	William A. Watts
Office Manager	Marilyn K. Taylor
Provost and Academic Vice President	Bruce Carpenter
Assistant to Academic Vice President	James J. Murphy
Assistant to Academic Vice President	Wesley C. Stevens
Dean of Admissions and Records	Frederick E. Fess
Director of Admissions	Donald F. Totten
Director of University-Junior College Articulation	Kenneth B. Epperson
Registrar	J. Duane Beck
Dean, College of Applied Sciences	Rodney J. Fink
Dean, College of Arts and Sciences	Paul F. Weller
Assistant Dean	
Assistant Dean	Roland Grass
Assistant Dean	Daryl Kreiling
Dean, College of Business	Howard C. Nudd
Assistant Dean	M. David Beveridge
Assistant to the Dean	Harriet E. Foster
Director, Center for Business and Economic Research	Richard E. Hattwick
Director of Executive Development	Bob J. Davis
Dean, College of Education	M. M. Gubser
Assistant Dean	
Assistant Dean	Orval L. Ulry
Dean, College of Fine Arts	Forrest D. Suycott, Jr.
Assistant Dean	Titus Karlowicz
Dean, College of Health, Physical Education and Recreation	William L. Lakie
Assistant Dean	Loren K. Dittus
Dean, Continuing Education	Paul McKee
Assistant Dean, Continuing Education Extension Courses	Frank D. Sorenson
Director of BLS Program	Charles R. Meyer
Director of Non-Credit Conferences and Workshops	June A. Tenckhoff
Dean of International Programs	John G. Westover
Dean, School of Graduate Studies	J. Henry Sather
Assistant Dean (Research)	John R. C. Morton
Director of Graduate and Foreign Student Admission	Dolores K. Switzer

Director of Academic Services . . . . . Rudolph V. Womack
Director of Athletics . . . . . Gilbert L. Peterson
Director of Instructional Technology . . . . . Robert L. Milkman
Director of University Libraries . . . . . Pearce S. Grove
Director of Women's Intercollegiate
Athletics . . . . . Marion Blackinton

Vice President for Business Affairs . . . . . Arthur D. Chown
Budget Director . . . . . B. G. Zuck
Bursar . . . . . Aubrey M. Stevenson
Business Manager . . . . . John Conner
Director of Affirmative Action . . . . . Rosanna B. Ledbetter
Director of Auxiliary Services . . . . . Leon S. Clements
Director of Non-Academic Personnel . . . . . Ray A. Nissen
Director of Physical Plant . . . . . James D. Miller
Director of Public Safety . . . . . Ralph R. Lingle
Internal Auditor . . . . . William W. Colliflower
Office Supervisor . . . . . Mary E. Phelps
Payroll Supervisor . . . . . Helen C. Larner
Purchasing Agent . . . . . Ralph E. Campbell

Vice President for Student Affairs
and Dean of Students . . . . . G. R. Schwartz
Assistant Dean for Student Personnel
Services . . . . . Nell Glynn Koester
Director of University Counseling
Center . . . . . John S. Storey
Assistant Dean for Student Residential
Programs . . . . . Lawrence J. Miltenberger
Director of Residential Facilities . . . . Dale W. Meador
Director of Residence Hall Programs . . . . Floyd B. Hoelting
Assistant to the Vice President for Student
Affairs (Activities Programs and
University Union) . . . . . William E. Brattain
Director of Gwendolyn Brooks
Cultural Center . . . . .
Director of La Casa Latina . . . . . Juan Perez
Director of University Union . . . . . James F. Keeney
Director of Student Activities . . . . . Robert M. Reed
Assistant to the Vice President for
Student Affairs (Student Administrative
Services) . . . . . Wesley S. Simons
Director of Office of Occupational
Information and Placements . . . . . Batt P. Maher
Financial Aids Director . . . . . Herman R. Koester
Director, Beu Health Center . . . . . Richard L. Franck, M.D.

Vice President for Planning and Development . . . James L. Norvell
Director of Alumni Affairs . . . . . Harry R. Gianneschi
Director of Computer Services . . . . . Christian L. Brix
Director of Development . . . . . John M. Sayre
Director of Institutional Research and Planning . . . . . Samuel E. Turner
Director of News Services . . . . . John T. Fairman
Director of Publications . . . . . Beth Rochefort

University Ombudsman . . . . . Don F. Daudelin

Formal Succession of Authority and Responsibility in Absence of President

Provost and Academic Vice President
Vice President for Business Affairs
Vice President for Student Affairs and Dean of Students
Vice President for Planning and Development

Colleges, Departments, and Programs

Chairmen

College of Applied Sciences

Agriculture . . . . . Loren K. Robinson
Home Economics . . . . . Nargis Sheikh (Acting)
Industrial Education and Technology . . . . . Wendell L. Swanson
Law Enforcement Administration . . . . . John Conrad
Military Science . . . . . Lynn F. Coleman

College of Arts and Sciences

Afro-American Studies . . . . . A. Gilbert Belles (Acting)
Biological Sciences . . . . . Everett F. Morris
Chemistry . . . . . James Bundschuh
Communication Arts and Sciences . . . . . Ned A. Shearer
English . . . . . Robert G. Jacobs
Foreign Languages and Literatures . . . . . James E. McKinney, Jr.
Geography . . . . . Arlin D. Fentem
Geology . . . . . John S. Klasner
History . . . . . William L. Burton
Mathematics . . . . . A. Jerry Shryock
Philosophy and Religious Studies . . . . . W. Maurice Nielsen
Physics . . . . . Weiler R. Hurren

Political Science	Morton H. Cowden
Psychology	James P. James
Sociology and Anthropology	Igolima T. D. Amachree

College of Business

Accountancy	Bruce T. Kruse
Business Education and Administrative Office Management	Robert Ferguson
Economics	Joseph S. Domitrz
Management	Russell Morey
Marketing and Finance	Robert W. Jefferson
Quantitative and Information Sciences	G. Harris Walker

College of Education

Counselor Education and College Student Personnel	K. Norman Severinsen
Educational Administration, Supervision and Curriculum	Arnold W. Salisbury
Educational Field Experiences	Ronald L. Abrell
Educational Foundations	Andrew Leonie
Elementary Education	Anna Marie Gruber
Learning Resources	Donald Crawford
Reading	Lawrence M. Kenney
Special Education	Arthur Hasbargen

College of Fine Arts

Art	Neil R. Chassman
Music	Christopher A. Izzo
Theatre	James H. McTeague

College of Health, Physical Education and Recreation

Health Sciences	Robert J. Synovitz
Physical Education for Men	William M. Hughes
Physical Education for Women	Ann L. Lamb
Recreation and Park Administration	Richard A. Bunch

LIST OF ADMINISTRATIVE STAFF AND FACULTY
Fall Quarter, 1975-76

* On leave academic year
** On leave partial year
*** On disability leave
\# Department chairman
\#\# Acting Department chairman
% Employed partial year
@ Employed part-time
\+ New staff member
T Temporary appointment
L Lecturer

Name	Department or Position
Abbot, Richard R.	Health Sciences
Abel, Frederick P.	Educational Administration, Supervision & Curriculum
+T@ Abrell, Mary M.	Elementary Education
# Abrell, Ronald L.	Educational Field Experiences
Ackil, James E.	Psychology
Ahn, Byung-Joo	Political Science
Albair, Stephen J.	Art
Alford, John J.	Geography
Allen, Bem P.	Psychology
Allen, Margaret M.	English
Alley, Kenneth D.	English
Allsup, James O.	English
Alsip, Barbara W.	Foreign Languages & Literatures
+ Alter, Madge J.	Elementary Education
Alter, Richard D.	Psychology and Executive Director, Illowa Higher Education Consortium
# Amachree, Igolima T.	Sociology & Anthropology
Anderson, Norman A.	English
Anderson, William D.	Political Science
+T Ansell, Joseph P.	Art
Archbold, Norbert L.	Geology
Archer, Douglas K.	Educational Foundations
Arpin, Gary Q.	English
Arslaner, Mel E.	Political Science
Aten, Rosemary	Physical Education for Women
Azbell, Wayne E.	Educational Field Experiences

Baars, Arthur W.	Management
Badger, David P.	English
Balderson, Jay R.	English
+T Ball, Terry T.	Marketing & Finance
Balsamo, Larry T.	History
+T Banks, William L.	Communication Arts & Sciences
Banninga, Jerald L.	Communication Arts & Sciences
Barker, Ronald G.	Industrial Education & Technology
+ Bartnick, Roger W.	Counselor Education & College Student Personnel
Bauman, Dallas W., III	Student Residential Programs
Bean, Gerritt P.	Chemistry
Beck, J. Duane	Registrar
Bell, John W.	Agriculture
## Belles, A. Gilbert	Afro-American Studies
+TL% Belna, Charles L.	Mathematics
** Berg, Irving	Political Science (W, S)
Bergen, John V.	Geography
Berkenkotter, Frank G.	Art
Beveridge, M. David	Assistant Dean, College of Business
Beveridge, Ronald M.	Geography
Bigony, Chad P.	Industrial Education & Technology
Billingsly, Claude W.	Physical Education for Men
Bishop, Alan A.	Mathematics
Blackford, Paul W.	English
Blackinton, Marion	Director of Women's Inter-Collegiate Athletics
Blackwelder, James R.	English
Blank, Warren	Student Residential Programs
Blatt, Lisa I.	Student Residential Programs
Blauvelt, John F.	Geography
Bobick, John B.	Art
Boca, Thelma R.	Elementary Education
Bogue, Grant	Sociology & Anthropology
T Borchers, Roselyn J.	Editor-Librarian, Bachelor of Liberal Studies Program
Bormet, David G.	Learning Resources
Bottin, Ronald R.	Accountancy
Boutros, Sofi R.	Home Economics
Bowen, Marshall A.	Physics
Bradley, William B.	Physical Education for Men
L Brady, Donald K.	Physical Education for Men, Assistant Director of Men's Intramurals
T% Brandenburg, Lynn B.	Educational Foundations and Reading
T@ Braniff, Beverly S.	English
Brattain, William E.	Director of Student Affairs Activities Programs and University Union
Breece, H. Edward	Agriculture
Brick, William L.	Assistant to Financial Aids Officer

Brix, Christian L.	Director of Computer Center
T% Brooks, Phyllis R.	Biological Sciences
Brown, Jared A.	Theatre
Brown, Johnny M.	Mathematics
T Brown, Judith L.	English
Brown, Spencer H.	History
Bruce, Stephen M.	Assistant Director, University Union
Bruning, Gary D.	Agriculture
+ Bryant, Stephen H.	Biological Sciences
Buckley, Helen L.	College of Education--Advising Center
Buckner, Rebecca R.	Sociology & Anthropology
# Bunch, Richard A.	Recreation & Park Administration
# Bundschuh, James E.	Chemistry
T@ Burton, Ruth Ann	Library
# Burton, William L.	History
Butel, Mary E.	Student Residential Programs
Butler, Herbert W.	Sociology & Anthropology
Butler, Marvin H.	Economics
Byerly, Margo J.	Educational Services and University School

Cady, Darrel R.	History
Calhoun, James R.	Mathematics
Callison, Charlene G.	Home Economics
Campbell, Don B.	Mathematics
Campbell, John L.	Library
Canny, Mildred R.	Theatre
Carey, Gerald V.	Music
Carey, Tanya L.	Music
+T Carnes, Sam A., Jr.	Political Science
+ Carpenter, Bruce H.	Provost and Academic Vice President
Carpenter, Edward A.	Law Enforcement Administration
* Cartwright, Garry W.	Biological Sciences
Caspall, Fred C.	Geography
Cathcart, William L.	Communication Arts & Sciences
Cay, Donald F.	Educational Administration, Supervision & Curriculum
+T Chalmers, Steven J.	Accountancy
Chandler, Arnold E.	English
Chang, Roy Tingkwo	Library
Chapman, Elizabeth A.	Physical Education for Women

+#	Chassman, Neil A.	Art
	Chatterton, Robert	Manager, Agricultural Experiment Station
*	Cheadle, Richard D.	Music
	Cheatham, Nonda L.	Business Education & Administrative Office Management
	Chiaravalloti, Joseph J.	Academic Services
	Chown, Arthur D.	Vice President for Business Affairs
	Christoffersen, John E.	Elementary Education
	Chu, Keh-Chang	Physics
+	Clark, David R.	Law Enforcement Administration
	Clark, Faith	Physical Education for Women
+	Clark, Nancy D. H.	Physical Education for Women
	Clayton, Arthur F.	Recreation & Park Administration
	Clements, Leon S.	Director of Auxiliary Services
L	Clow, Jean	Accountancy
	Clow, Robert J.	Physical Education for Men
	Coleman, Lynn F. (LTC)	Military Science
	Colgate, John A.	Physical Education for Men and Director of Intramurals-Men
	Collins, Ann M.	Music
	Collins, Carolyn S.	Communication Arts & Sciences
	Collins, Roger S.	Music
T@	Collins, Sandra S.	Communication Arts & Sciences
**	Colvin, Carolyn	Physical Education for Women (W, S)
	Colvin, Daniel L.	English
+T@	Combs, Gwendolyn G.	English
	Combs, William L.	History
	Comella, Frank P.	Music
	Conger, Syndy M.	English
	Conley, James L.	Educational Foundations
+	Conner, John E.	Business Manager
#	Conrad, John J.	Law Enforcement Administration
T	Conrad, Hilda F.	Home Economics
	Cook, Harry W.	Geology
	Cook, Robert J.	Educational Field Experiences
	Cooke, Robert P.	English
	Copp, Michael H.	Student Residential Programs
	Cornwell, Larry W.	Mathematics (Associate Chairman)
	Costantino, Peter S.	Educational Administration, Supervision & Curriculum
	Coster, Joseph C.	Physics
+TL	Cottingham, Robert D.	Agriculture
T@	Courter, James E.	English
#	Cowden, Morton H.	Political Science
	Cowman, Gary L.	Agriculture
	Cox, Steven M.	Law Enforcement Administration
	Cox, Zimeri A.	Art
***	Crall, William H.	Biological Sciences

	Crane, Carlson E.	Continuing Education
#	Crawford, Don L.	Learning Resources
	Crawford, Gerald	Music
	Crockett, Richard W.	Political Science
	Cross, Lee A.	Physics
**	Crouch, Donald E.	Art (F, W)
+	Crout, George T.	Student Health Service
+T@	Crowell, Judith F.	Psychology
	Crowley, Robert M.	Accountancy
	Cummings, Vincent A.	Foreign Languages & Literatures
L	Czach, Marie	Art
	Dailey, Robert H.	Physics
	Daniels, Joseph, Jr.	Academic Services
+	Daube, Linda L.	Home Economics
	Daudelin, Don F.	University Ombudsman
	Davenport, Harbert W.	Philosophy & Religious Studies
	Davern, Francis E.	Elementary Education
	Davern, Mary M.	Administrative Assistant, Dean, International Programs
	Davis, Bob J.	Director of Executive Development
	Davis, James W.	Art
	Dean, Marietta R.	Music
	DeJong, William D.	Music
	Detrick, Earl W.	Physical Education for Men
	Devine, Donald F.	Mathematics
	DeVolder, John	Counselor Education & College Student Personnel and Student Personnel Services
+T@	Dexter, Donald H.	Health Sciences
T	Dintelman, Donna W.	Educational Services and University School
	Dirksen, Ralph E.	Industrial Education & Technology
	Dittus, Loren K.	Assistant Dean, College of Health, Physical Education & Recreation
T	Dobbs, Janet S.	Special Education and Special Education, Lab School
	Docherty, Ethel H.	Physical Education for Women
T	Doggett, Mary M.	Home Economics
#	Domitrz, Joseph S.	Economics
	Doud, Frederick H.	School and College Relations

Dove, Lewis D.	Biological Sciences
Druien, Robert F.	Foreign Languages & Literatures
DuBord, Robert J.	Student Residential Programs
Dunstan, Thomas C.	Biological Sciences (Birds of Prey-Land Management)
Ebeid, Fred J.	Marketing & Finance
Edinger, Dennis L.	Special Education
Edwards, Harold H.	Biological Sciences
T Edwards, Teresa D.	English
Egler, David G.	History
El-Awady, Abbas A.	Chemistry
Elkin, Robert E.	History
Ellickson, Jean	Sociology & Anthropology
Elliott, C. Orville	Accountancy
Engnell, Bruce A.	Swine Evaluation
Entwistle, James W.	Industrial Education & Technology
Epolito, Joseph M.	Theatre
Epperson, Kenneth B.	Director of University-Junior College Articulation
Epping, Gary M.	Management
Eshelman, Mary Jane	Communication Arts & Sciences
Evans, Michael J.	Mathematics
Fagan, Thomas K.	Psychology
Fagerlie, Anna Maria	Elementary Education
Fairman, John T.	Director of University News Service
Faries, Clyde J.	Communication Arts & Sciences
T@ Faries, Elizabeth T.	Communication Arts & Sciences
Faulkner, William R.	Sociology & Anthropology
Faye, Morton B.	Political Science
Fenn, Carl E.	Special Education
# Fentem, Arlin D.	Geography

#	Ferguson, Robert L.	Business Education & Administrative Office Management
	Fernandez, Luis F.	Foreign Languages & Literatures
	Fesler, Elma F.	Learning Resources
	Fess, Frederick E.	Dean of Admissions & Records
+	Fink, Richard L.	Sociology & Anthropology
	Fink, Rodney J.	Dean, College of Applied Sciences
T	Fischer, Deborah D.	Mathematics
+T	Fischer, Robert J.	Law Enforcement Administration
	Fishco, Daniel T.	Reading
	Flakus, Walter J.	Psychology
+T@	Flannigan, Patricia R.	English
	Flickinger, Jan N.	College of Education--Advising Center
	Flynn, Alberta	Elementary Education
+T	Foley, Patricia A.	Special Education
	Fors, Stuart W.	Health Sciences
	Foster, Harriet E.	Assistant to the Dean, College of Business
+T	Foster, Rori R.	Special Education
**	Fox, Ralph R.	Educational Field Experiences (F)
	Francis, William C.	Communication Arts & Sciences
	Franck, Richard L.	Director, Beu Health Center
	Frankenberger, Robert L.	Communication Arts & Sciences
	Franks, Edwin C.	Biological Sciences
T	Franz, Charles R.	Quantitative & Information Sciences
T	Franz, Lorraine S.	Accountancy
	Frauenfelder, Kenneth J.	Psychology
	Frazer, June M.	English
	Frazer, Timothy C.	English
	Frederick, R. Lee	Physical Education for Men
T	Frey, Charles J.	English
	Frier, David A.	Political Science
	Friese, Charles L.	Quantitative & Information Sciences
	Fry, Fred L.	Management
	Fulkerson, Frank E., III	Psychology
+T%	Fuller, James S.	Art
	Furman, DuWayne D.	Educational Foundations

+T@	Gabler, Janet A.	English
	Gabler, Robert E.	Geography
	Gandhi, J. M.	Mathematics

	Ganyard, David W.	Geography
	Gardner, Franklin P.	Agriculture
	Gardner, R. Bruce	Music
	Garrett, James B., Jr.	Psychology
	Garrison, Theodore R.	English
	Geary, Thomas A.	Communication Arts & Sciences
	Gedney, Judith M.	Physical Education for Women
	Gedney, Roger H.	Physical Education for Men
	Gee, Ronald C.	Communication Arts & Sciences
T@	Gehrich, Heinz G.	Communication Arts & Sciences
	Gianneschi, Harry R.	Director of Alumni Affairs
T@	Giesting, Kathleen A.	English
	Gilbert, Charles C., III	Assistant Director, Institutional Research & Planning
	Gile, Billie R.	Library
	Gillespie, Harry S.	Foreign Languages & Literatures
	Gilliard, Patsye M.	Volunteer Activities Advisor--Activity Center
	Gilliard, Walter	Counselor Education & College Student Personnel
	Gingerich, Eleanor P.	Elementary Education and University School
	Glasow, Ogden L.	Educational Foundations
+TL%@	Glazier, Teresa F.	English
	Goeckner, Norbert A.	Chemistry
	Goehner, Donna M.	Library
	Goehner, George L.	Associate Director of Residential Facilities
+T@	Gokay, Cem M.	Physics
+T	Gorsuch, Gary L.	MICC Coordinator--Computer Services
	Gostas, Elnora T.	Library
	Gould, Herbert J.	Communication Arts & Sciences
	Graff, Mary Ellen	College of Education--Curriculum Laboratory
	Graham, Carol J.	Library
	Grass, Roland	Assistant Dean, College of Arts & Sciences
	Griesenbrock, Herman	Industrial Education & Technology
	Griffin, Donald W.	Director, Institute for Regional, Rural & Community Studies
T@	Griffith, Judith D.	Accountancy
	Grindstaff, Roy R.	Reading
+	Grove, Pearce S.	Director of Libraries
#	Gruber, Anna Marie	Elementary Education
+	Gubser, M. M.	Dean, College of Education
	Guest, Sandra J.	Psychology
	Gupta, Giri Raj	Sociology & Anthropology

Haddock, Elmer C.	Learning Resources and Office of Instructional Technology
Hagen, S. Michael	Special Education
Hahn, L. Donald	Educational Administration, Supervision & Curriculum
T Haight, Billie J.	English
Hallwas, John E.	English
Hamilton, Donald K.	Elementary Education
+T Hample, Dale J.	Communication Arts & Sciences
Hample, Judy G.	Communication Arts & Sciences
T Hanisko, Laurel M.	English
Hanks, Sarah E.	Music
Hanna, Charles C.	Educational Foundations
Hanson, Howard L.	Foreign Languages & Literatures
T@ Harber, David O.	English
Hardison, Robert S., Jr.(CPT)	Military Science
Hardgrave, Hannah	Philosophy & Religious Studies
Hardin, Richard L.	Chemistry
Harding, Robert N.	Admissions Office
Hargrove, Anne C.	English
Hargrove, Richard J., Jr.	History
Harker, George R.	Recreation & Park Administration
Harmon, Coy L.	Library
Harris, John H.	Agriculture and Recreation & Park Administration
Harris, Kent	Mathematics
+T%@ Harrison, Juanita J.	Gwendolyn Brooks Cultural Center
Harrod, Scott B.	Mathematics
Hart, Harold B.	Physics
Hartmeyer, James T.(MAJ)	Military Science
# Hasbargen, Arthur	Special Education
Hase, Michael F.	Student Health Service
Hassan, M. H.	Learning Resources and Office of Instructional Technology
Hastings, Marilyn	Economics
Hattwick, Richard E.	Director, Center for Business & Economic Research
Hawthorne, Robert R.	Occupational Information & Placements
Hayes, William R., Jr.	Music
Hayter, Virginia	Physical Education for Women
T Headington, Mark R.	Mathematics
Heimburger, Larry L.	Sports Information Director
Helm, Charles J.	Political Science
T Helm, Thomas E.	Philosophy & Religious Studies
+T% Helm, Virginia M.	Educational Field Experiences
Helwig, F. Scott	Foreign Languages & Literatures
Henning, William R.	Agriculture
+T Henry, Janet M.	Business Education & Administrative Office Management
Henry, Robert D.	Biological Sciences

T	Henson, Gerald M.	Political Science
	Herbert, Robert L.	Law Enforcement Administration
	Hermann, George W.	Physical Education for Men
	Hess, David F.	Geology
	Hicken, Victor	History
	Hill, Leonard M.	Physical Education for Men
	Hilliard, James F.	Foundations and Development
	Hills, Robert L.	Music
	Hinds, Dolores A.	Physical Education for Women
	Hirtzel, Richard D.	Political Science
	Hoelting, Floyd B.	Director of Residence Hall Programs
+	Hoerner, Harry J.	Agriculture
	Hofer, Jarrel	Industrial Education & Technology
	Hoing, Helen L.	Learning Resources and University School
	Holmes, E. Bruce	Biological Sciences
	Holton, Robert F.	Communication Arts & Sciences
	Hopkins, George E.	History
T%@	Horacek, Constance H.	Home Economics
	Horacek, Michael J.	History
	Horine, Richard J.	Associate Registrar (Director of Registration)
	Horna, Hernan	History
	Houck, Glenn R.	Industrial Education & Technology
	Houtman, Loren H.	Educational Foundations
	Howe, Virgil K.	Biological Sciences
	Howell, Maryon C.	Reading
	Hoyenga, Katharine I.	Psychology
	Hoyenga, Kermit T.	Psychology
+T	Hruby, David A.	Geology
	Hughes, Benjamin G.	Chemistry
#	Hughes, William M.	Physical Education for Men
	Humenuk, Stanley	Library
	Humke, Paul D.	Mathematics
	Hummers, Jo Ann	Counselor Education & College Student Personnel
	Hurh, Won Moo	Sociology & Anthropology
#	Hurren, Weiler R.	Physics
	Hutinger, Patricia	Elementary Education
	Hutinger, Paul W.	Physical Education for Men

	Isaacson, Kenneth B.	English
	Ives, Joseph D.	Biological Sciences
L	Ives, Lois A.	Foreign Languages & Literatures
#	Izzo, Chris A.	Music
	Jackson, Preston	Art
#	Jacobs, Robert G.	English
	Jacobsen, James H.	Industrial Education & Technology
	Jahn, Lawrence A.	Biological Sciences
#	James, James P.	Psychology
	Jameson, Nancy K.	School and College Relations
	Janeczko, Robert J.	Industrial Education & Technology
	Jani, Subhash N.	Special Education
	Jardine, Carl A.	Student Residential Programs
	Jaworski, Janis J.	Psychology
#	Jefferson, Robert W.	Marketing & Finance
T	Jefferson, Sally A.	National Task Force on Private Security
+T@	Johlfs, Connie T.	Communication Arts & Sciences
	Johnson, Daniel T.	History
T@	Johnson, Jeffrey M.	English
	Johnson, Jerry E.	Educational Field Experiences
+	Johnson, Joanne F.	Home Economics
	Johnson, Josephine L.	Counselor Education & College Student Personnel and Student Personnel Services
	Johnson, Nancy J.	Special Education
**	Johnson, Russell B.	Psychology (W, S)
	Johnson, Verner B.	Industrial Education & Technology
L	Johnson, William E.	Law Enforcement Administration
+	Johnson, William M.	Music
	Johnston, David L.	Agriculture
	Johnston, Mona S.	Home Economics
	Jones, Frederick G.	Art
	Jones, Reece A.	Geography
	Jones, Thomas W.	Quantitative & Information Sciences
T	Jordan, Elise A.	Performing Arts Advisor--Activity Center
	Joswick, Thomas P.	English
	Joy, Vernon L.	Psychology
	Joyce, James N.	Psychology
TZ@	Julstrom, Rosa D.	Music
+T	Junikon, June E.	Student Residential Programs
	Juskevice, John A.	Geology

	Kalwies, Howard H.	Foreign Languages & Literatures
+T	Kandybowicz, Stephen J., Jr.	Recreation & Park Administration
	Karas, Anthony J.	Athletic Business Manager
	Karlowicz, Titus M.	Assistant Dean, College of Fine Arts
	Kaspar, Elizabeth A.	Assistant to the Dean of Continuing Education
	Kaufmann, Jerome E.	Mathematics
	Kaufmann, Karl L.	Learning Resources
	Keeling, L. Bryant	Philosophy & Religious Studies
	Keeney, James F.	Director of University Union
	Keever, Billy D.	Health Sciences
+T	Keiser, Sandra V.	Union Program Supervisor--Activity Center
	Keller, Allen S.	Geology
	Kellogg, Alice B.	Physical Education for Women
	Kellogg, Maurice G.	Elementary Education
+T	Kelly, David J.	Art
*	Kelly, Frances E.	Art
	Kennedy, Stephen G.	English
#	Kenney, Lawrence M.	Reading
	Kernek, Sterling J.	History
	Kersting, Joseph	Educational Foundations
	Kim, Hei Chu	Sociology & Anthropology
	Kim, Kwang Chung	Sociology & Anthropology
	Kirk, Gordon W., Jr.	History
	Kirkpatrick, James W.	Chemistry
#	Klasner, John S.	Geology
	Kleiner, William C.	Economics
	Knod, Edward M., Jr.	Management
	Koester, Herman R.	Financial Aids
	Koester, Nell G.	Director of Student Personnel Services
	Kohler, Fred E.	Geography
	Koper, Robert P.	Music
	Kowal, Barbara J.	Elementary Education and University School
	Kozlowski, Eugene J.	Theatre
	Kratzer, David E.	Coordinator of Recreational Activities--University Union
	Kreiling, Daryl	Assistant Dean, College of Arts & Sciences
	Kretzschmar, Blaise E.	Philosophy & Religious Studies
	Krong, Norman L.	Educational Administration, Supervision & Curriculum
#	Kruse, Bruce T.	Accountancy
	Kurjack, Edward B.	Sociology & Anthropology
	Kurman, George	English
	Kuruna, Daniel L.	Art

	Lakie, William L.	Dean, College of Health, Physical Education & Recreation
#	Lamb, Ann L.	Physical Education for Women
	Larkin, Jeanne R.	Biological Sciences
	Larson, Richard C.	Educational Field Experiences
	Larson, William F. (CPT)	Military Science
	LaRue, Roland E.	Student Health Service, Physical Education for Men, and Physical Education-General
	Lathrop, Arthur L.	Physics
	Law, Richard B.	Art
*	Lawhead, Donaldson V.	Music
	Lawrence, Roy A.	Music
+	Lawson, Charles J.	Management
	Leach, John H.	Health Sciences
	Leach, Mary M.	Home Economics
	Ledbetter, Rosanna	Director of Affirmative Action
	Lee, Jai Hyon	English
	Lee, Kenneth W.	Mathematics
	Leighty, Doris L.	Reading and University School
	Leland, Bruce H.	English
	Lenel, Luise A.	Foreign Languages & Literatures
	Leonard, Charles A.	Political Science
	Leonard, Emily V.	History
#	Leonie, Andrew	Educational Foundations
	Leonie, Norma L.	Home Economics
	Lester, Jerry R.	Mathematics
	Levine, Arnold S.	Theatre
	Lewis, Jessie I.	Educational Foundations and University School
	Lewis, Lawrence T.	Geography
	L'Hommedieu, Norman L.	Learning Resources
	Light, Edwin H.	Music
L	Lindahl, Tate F.	Assistant Director, Computer Services
	Lindbloom, Valerie	Physical Education for Women
	Lindsey, Alfred J.	Educational Foundations
	Lingle, R. R.	Director of Public Safety
***	Lipsey, William E.	College of Education
	Litchfield, Eugene H.	College of Education--Curriculum Laboratory
	Liudahl, Waneen A.	Home Economics
	Loftin, Aimee	Physical Education for Women
+TL	Logan, John F.	Law Enforcement Administration
	Logsdon, Loren L.	English
	Loncorich, Franklin E.	Assistant Financial Aids & Student Labor Officer
	Long, Donna J.	Reading
	Longwell, Alden R.	Geography
	Loomer, Gifford C.	Art
	Lopez, Jose L.	Educational Foundations
	Loquist, Kenny L.	Accountancy

	Lowe, Ross E.	Business Education & Administrative Office Management
	Lowell, V. F.	Health Sciences
	Lueck, Lowell A.	Assistant Director, Institutional Research & Planning
	Lupton, Frank D., Jr.	Recreation & Park Administration
	Lwin, Yan Naing	Physics
	Lynn, Ercell V.	Educational Field Experiences
T	Lyons, Karen S.	English
	Lyons, Stephen J.	Management
	Ma, Te-Hsiu	Biological Sciences
	MacKenzie, John S.	Physical Education for Men
	Mac Vean, Donald S.	Library
	Magliocco, Hugo A.	Music
	Magliocco, Maurine	English
	Magsig, James A.	Music
	Maher, Batt P.	Director of Placement
	Majeres, Raymond L.	Psychology
+T%@	Makowski, Richard H.	Special Education
	Malpass, Leslie F.	President
T	Mankins, Fred W.	Physical Education for Men
	Mann, John S.	English
	Mann, Karen B.	English
	Many, Margaret A.	Educational Field Experiences
	Mapes, Donald F.	Physical Education for Men
+T@	Marks, Frank R.	English
	Marshall, Donald W.	Political Science
	Martin, Kenneth R.	Geography
	Marx, Karl B.	Economics
	Mathers, Richard A.	Sociology & Anthropology
	Mathes, Eugene W.	Psychology
	Maung, M. Ismael K.	Sociology & Anthropology
	Mayer, Charles W.	English
	McAlister, Linda J.	English
	McBride, William E.	Mathematics
	McCammon, L. Clark	Health Sciences
	McCarthy, John J.	Management
	McCracken, Willard A.	Geology
	McCullagh, Bonnie L.	Theatre
	McCutchan, Marlin E.	Educational Foundations and University School

	McDole, Stewart L.	Recreation & Park Administration
	McEachran, Ronald R.	Physical Education for Men
T	McEntire, Nola F.	Home Economics
	McKee, Mary Ellen	Physical Education for Women
+	McKee, Paul R.	Dean of Continuing Education
TL	McKee, Terry A.	Mathematics
#	McKinney, James E.	Foreign Languages & Literatures
	McLaren, Robert L.	Industrial Education & Technology
	McMurdie, Maughan W.	Music
#	McTeague, James H.	Theatre
	Meador, Dale W.	Director of Residential Facilities
	Meighan, Thomas	Special Education
	Meline, Charles W.	Industrial Education & Technology
T%@	Mero, Camellia R.	Afro-American Studies
	Metzner, Henry E.	Marketing & Finance
	Meyer, Charles R.	Bachelor of Liberal Studies
	Meyer, Leonard E.	Quantitative & Information Sciences
+T@	Meyers, Laurie A.	Physical Education for Women
+T@	Michael, Robert S.	Psychology
	Mietus, Kenneth J.	Sociology & Anthropology
	Milkman, Robert L.	Office of Instructional Technology
	Miller, David L.	Sociology & Anthropology
	Miller, F. Gene	Elementary Education
	Miller, James D.	Director of Physical Plant
	Miller, Max M.	Bookstore Manager, University Union
	Mills, Lois P.	Library
TL@	Miltenberger, Janet S.	Health Sciences
	Miltenberger, Lawrence J.	Director of Student Residential Programs
	Miner, James B.	Men's Activities Advisor--Activity Center
T%	Miner, Scott D.	Institute for Regional, Rural & Community Studies
	Mings, M. Bernadine	Physical Education for Women
T@	Mitchell, Elosia E.	Library
	Mitchell, John A.	History
	Mock, Gordon D.	Mathematics
	Moffett, W. Leroy	Art
	Moll, Hans G.	Learning Resources
	Moody, Helen M.	Physical Education for Women
+T%	Moore, Harryette	Gwendolyn Brooks Cultural Center
	Moore, Robert L.	Philosophy & Religious Studies
T	Moore, Walter L.	Physical Education for Men
T	Moreland, Bernice	Academic Services
	Morelli, Mario F.	Philosophy & Religious Studies
	Moreno, James T.	Law Enforcement Administration
	Morey, Robert V., Jr.	Sociology & Anthropology
#	Morey, Russell W.	Management
	Morgan, Donald A.	Accountancy
	Morley, Larry J.	Mathematics
#	Morris, Everett F.	Biological Sciences
	Morsch, Robert S.	Music

	Mortier, Lawrence C.	Physical Education for Men
	Morton, John R.	Assistant Dean of Graduate Studies (Research)
	Mosley, Frances S.	Educational Foundations
	Mosley, Ramon T.	Educational Foundations
	Motley, Robert J.	Business Education & Administrative Office Management
	Moushey, Eugene W.	Library
	Moustafa, Safwat M.	Agriculture
***	Mulder, George W.	Music
+	Mundschenk, Paul E.	Philosophy & Religious Studies
	Munger, Daniel I.	Communication Arts & Sciences
	Murnik, Mary F.	Biological Sciences
	Murphy, James J.	Assistant to the Academic Vice President
	Murphy, Lawrence R.	History
T%@	Murphy, Robert W.	Management
T	Murray, Steven	English
	Mussato, Harry F.	Physical Education for Men
	Myers, R. Maurice	Biological Sciences
T@	Nakai, Mitsuo	Physical Education - General
	Nardo, Helio E.	Library
	Neas, Robert E.	Chemistry
	Neeley, Nancy D.	Home Economics
	Negley, Darrell A.	Cultural Arts Advisor--Activity Center
	Nelson, Esther C.	Library
	Nelson, Ronald E.	Geography
	Nelson, Sandra A.	Educational Foundations
	Neumann, James E.	Art
	Neutens, James J.	Health Sciences
	Nielsen, Peter J.	Biological Sciences
#	Nielsen, W. Maurice	Philosophy & Religious Studies
	Niss, James F.	Economics
	Nissen, Ray A.	Nonacademic Personnel Officer
	Noble, John D.	Physics
T	Noel, David E.	Quantitative & Information Sciences
	Nollen, Paul M.	Biological Sciences
	Nordstrom, Richard D.	Marketing & Finance
	Nudd, Howard C.	Dean, College of Business

	O'Brien, Charles H.	History
	O'Brien, Charles R.	Academic Services
T	O'Brien, Elvy S.	Art
T@	Ociepka, Joseph M.	Psychology
	O'Flaherty, Larrance M.	Biological Sciences
	Oldham, Jeffrey T.	College of Education--Curriculum Laboratory
+	Onwubu, Chukwuemeka	Afro-American Studies
	Oprian, Charles A.	Mathematics
	Orlandello, John R.	English
	Osmon, Robert V.	Educational Foundations
L	Oxtoby, Lowell G.	Foreign Languages & Literatures
*	Palmer, Robert G.	Agriculture
	Pano, Nicholas C.	History
*	Paoletti, Ann M.	Art
T@	Parker, Rebecca L.	Communication Arts & Sciences
	Parker, Samuel M.	Art
	Parker, Steven	Political Science
+	Patrick, David E.	Theatre
T	Patrick, Fredrick D., III	Music
	Patrick, John	Educational Field Experiences
	Pawlow, Richard S.	Physical Education for Men
	Pearson, Kathleen M.	Physical Education for Women
	Peck, Earl M.	Economics
	Pederson, Vernon C.	Biological Sciences
*	Pendill, C. Grant	Political Science
+T	Pengilly, Sylvia G.	Music
T	Perez, Juan M.	Director of LaCasa Latina Cultural Awareness Center
	Pertl, Mars A.	Marketing & Finance
	Peters, Donald L. (MAJ)	Military Science
L	Peters, Louretta	Business Education & Administrative Office Management
	Peters, Wesley	Theatre
T	Peterson, Donna L.	Chemistry
	Peterson, Gilbert L.	Director of Athletics
	Peterson, M. Roylene	Physical Education for Women
T	Peterson, Marilyn A.	Educational Foundations
	Peterson, Richard W.	Physics
	Philips, John C.	Music
	Phillips, Donna S.	Physical Education for Women

	Pica, Joseph A.	Student Residential Programs
	Pierson, Robert A.	Educational Foundations
	Pledge, Michael T.	Economics
	Poll, Richard D.	History
T	Porter, Theresia M.	Accountancy
	Potkay, Charles R.	Psychology
	Potter, George C.	Marketing & Finance
	Potter, George W.	Art
	Prange, James W.	Learning Resources and Office of Instructional Technology
	Prentice, Richmond E.	Educational Field Experiences
	Preston, D. Dwain	English
TL@	Preucil, Doris L.	Music
	Prickett, Juanita	Communication Arts & Sciences
T	Pruett, Ernest R.	Elementary Education and University School
	Purichia, Carol A.	Physical Education-General
	Quinn, David	Foreign Languages & Literatures
	Raatjes, John	History
	Raatjes, Rene M.	Library
	Railsback, Fred H.	Industrial Education & Technology
	Rawlinson, David J.	Chemistry
+	Rayman, Ronald A.	Library
	Reader, Dennis J.	English
	Reed, Robert M.	Director of Student Activities-Union
	Reinsch, N. Lamar, Jr.	Communication Arts & Sciences
T	Reinstein, Jesse	Chemistry
	Reynolds, Vesta S.	Elementary Education
	Rezab, Donald J.	Director of Facilities Planning
T	Rezab, Gordana	Library
	Ricci, Guy	Physical Education for Men and Physical Education-General

	Rich, Victor J.	Educational Field Experiences
	Richert, Alphons J.	Psychology
+T@	Rigg, Craig E.	English
	Risley, William R.	Foreign Languages & Literatures
	Ritt, Arnold E.	Student Health Service
	Roach, Donald W.	Music
+T	Roberts, Rhonda L.	Physical Education for Women
	Robertson, James D.	Quantitative & Information Sciences
	Robertson, Jo Ann	Physical Education for Women
	Robinson, Edward W.	Counselor Education & College Student Personnel and Student Personnel Services
	Robinson, Forrest D.	English
#	Robinson, Loren K.	Agriculture
	Robinson, Margaret A.	English
	Rochefort, Beth	Director of University Publications
	Roderick, Walter H.	Management
	Rogers, Karen C.	Music
	Rogers, Keith D.	Agriculture
	Rolloff, Bruce D.	Physical Education for Men
	Rommes, E. Jay	Student Residential Programs
T@	Rosati, Alan J.	English
T	Rosenblum-Cale, Karen	Political Science
+	Roskamp, Gordon K.	Agriculture
T	Ross, Michael J.	Political Science
	Rothberg, Carole I.	Educational Foundations
*	Rude, John A.	Accountancy
	Rush, Wilmer S.	Educational Foundations

	Sackett, James J.	Physical Education for Men
	Sadler, Charles G.	History
T	Sadler, Margaret C.	Extension & Continuing Education
	Sadler, William J.	Communication Arts & Sciences
#	Salisbury, Arnold W.	Educational Administration, Supervision & Curriculum
@	Sanders, Joann B.	Art
	Sanders, William H.	Art
	Sandona, Albert	Physical Education-General
	Sather, J. Henry	Dean, School of Graduate Studies
	Sawyer, Earl T.	Learning Resources
	Sayre, John M.	Director of Development
	Schaedel, James E.	Mathematics

	Schaefer, Richard T.	Sociology & Anthropology
	Schaefer, William A.	Educational Foundations
	Scharfenberg, Donald F.	Art
T	Scharfenberg, Margaret L.	Educational Services and University School
	Schindle, Alian	Art
	Schmalfeld, Harold W.	Agriculture
**	Schrader, David F.	Home Economics (Spring)
	Schroth, Evelyn M.	English
+T	Schroth, Richard J.	Recreation & Park Administration
	Schwartz, G. R.	Vice President for Student Affairs
+T@	Schwartz, Josephine R.	Elementary Education
	Scott, William C.	Management
	Scully, Michael	Student Residential Programs
	Seal, Julienne	Student Residential Programs
	Sebree, June L.	Physical Education for Women
	Sedman, Yale S.	Biological Sciences
	Seitz, Julia J.	Physical Education for Women
	Sekora, John A.	English
	Senko, Donna M.	Foreign Languages & Literatures
#	Severinsen, K. Norman	Counselor Education & College Student Personnel
	Shadwick, George W.	History
	Shanahan, William J.	Physical Education-General
	Shaver, John D.	Elementary Education
#	Shearer, Ned A.	Communication Arts & Sciences
	Sheets, Cari L.	Student Personnel Services
	Sheikh, Ahmed	Political Science
##	Sheikh, Nargis	Home Economics (thru 12/31/75)
	Sheldon, Victor L.	Agriculture
	Shelton, Robert W.	Chemistry
T	Shepston, Theresa J.	Home Economics
	Sherman, Mary D.	Educational Field Experiences
T@	Shields, Wayne F.	Sociology & Anthropology
	Shockley, John S.	Political Science
T	Shragal, Joseph T.	Accountancy
#	Shryock, A. Jerry	Mathematics
	Sibbing, Robert V.	Music
	Sigwart, Dennis F.	Health Sciences
T@	Sigwart, Vada P.	Health Sciences
	Simler, Ellis L.	Educational Administration, Supervision & Curriculum
+T	Simmons, John E.	Private Security Task Force
	Simons, Wesley S.	Director of Student Administrative Services
	Simpson, Donald R.	English (Director of Graduate Studies)
	Simpson, Jacklyn A.	Student Residential Programs
	Sims, Edwin C., Jr.	Marketing & Finance
	Singer, Daniel D.	Economics

Singer, Samuel	Biological Sciences
Sipes, Larry F.	Educational Field Experiences
Skinner, Michael G.	Special Education
* Sloan, Donna L.	Home Economics
Smejkal, Kenneth L.	Library
Smith, Barney M., Jr.	Accountancy
T Smith, Bonnie J.	English
+T Smith, Charles R.	English
Smith, Gene F.	Psychology
Smith, Howard G.	Geography
+ Smith, J. David	Accountancy
T Smith, James M.	Art
Smith, Joel	Art
T Smith, Virginia M.	Accountancy
Smithson, Rulon N.	Foreign Languages & Literatures
Snouffer, Eugene J.	English
Snouffer, Nancy K.	Reading
Snyder, Lillian M.	Sociology & Anthropology
Snyder, Shirley A.	Student Residential Programs
Solomon, Arthur	Mathematics
Solot, Eugene V.	Art
T@ Sommers, Chandra	Special Education
Sorenson, Frank D.	Assistant Dean of Continuing Education
Soule, David E.	Physics
Southard, Burton M.	Political Science
T Spalatin, Ivana	Art
+T Spalding, Daniel C.	Music
Spence, J. Wayne	Quantitative & Information Sciences
Sprague, David A.	Management
Sproull, Natalie	Educational Foundations
Stagg, Ann H.	Home Economics
Stagg, George F.	College of Education--Advising Center
+T@ Stalzle, Ronald J.	English
+T@ Stanich, Bonnie J.	Health Sciences
+T Stanko, Gary J.	Quantitative & Information Sciences
Stein, Jay W.	Political Science and Educational Foundations
Stevens, Wesley C.	Assistant to the Academic Vice President
Stevenson, Aubrey M.	Bursar
Steward, Noria L.	School and College Relations
Stidd, Benton M.	Biological Sciences
** Stiffler, Beth M.	English (F, W)
Stipanowich, Joseph J.	Mathematics
T@ Stipanowich, Mary F.	Home Economics
Stone, Wilson M.	Reading
Storey, John S.	Counselor Education & College Student Personnel and Student Personnel Services Director of University Counseling Center
Stratton, Peter J.	Economics

	Spurgis, Richard B.	Sociology & Anthropology
	Stutts, Alan T.	Recreation & Park Administration
	Sundberg, James A.	Political Science
	Sutton, Robert P.	History
	Suycott, Forrest D.	Dean, College of Fine Arts
	Swanson, Bettye B.	Home Economics
T	Swanson, Martha L.	Library
#	Swanson, Wendell L.	Industrial Education & Technology
+T@	Sweazy, Robert S.	English
	Switzer, Dolores K.	Director of Graduate & Foreign Admissions
	Syester, Charles E.	Educational Foundations
#	Synovitz, Robert J.	Health Sciences
	Taneja, Vidya S.	Mathematics
+T@	Taylor, Duane W.	English
	Taylor, Gordon A., Jr.	Management
T	Taylor, Lynn B.	English
T@	Templeton, Rijn A.	English
	Tenckhoff, June A.	Assistant to Dean, Continuing Education and Director of Non Credit Conferences and Workshops
*	Tenerelli, Joseph P.	Communication Arts & Sciences
	Therrien, Joseph A.	Foreign Languages & Literatures
	Thistlethwaite, Paul C.	Marketing & Finance
	Thomas, Michael E.	R & I Consultant, Computer Services
	Thomas, Richard L.	Foreign Languages & Literatures
	Thornberry, Richard T.	English
	Thurow, Gordon R.	Biological Sciences
	Tidd, Jonathan G.	Management
T	Tillotson, Geoffrey L.	English
	Ting, Nai-Tung	English
	Tinker, Darwin D.	Assistant Director, Facilities Planning
+T	Tomnitz, Donald J.	Management
+T@	Tomnitz, Sharon K. S.	Educational Foundations
	Torgerson, Malcolm S.	Marketing & Finance
	Torres, George A.	Educational Foundations
	Totten, Donald F.	Assistant Dean, Admissions & Records
	Townsend, George D.	Music
T	Tredway, Hobart W., Jr.	Marketing & Finance
+T	Trimmer, Marilyn S.	Dean of Business-Office
	Troyer, Donald L.	Elementary Education

	Turner, C. Adam	Educational Foundations
**	Turner, John K.	Biological Sciences (F, W)
	Turner, Samuel E.	Director, Institutional Research & Planning
	Ubamadu, H. Oziri	Afro-American Studies
T	Ubben, Joseph W.	Communication Arts & Sciences
+T@	Ullrich, Barbara J.	English
	Ulrich, Charles O.	Health Sciences
	Ulry, Orval L.	Assistant Dean, College of Education
	Vail, Marilyn E.	Health Sciences
+T	Vamos, Almita	Music
	Vamos, Roland	Music
+	Van Allen, Mary E.	Student Residential Programs
	Vanderburg, Ray H.	English
	Van Fleet, Eric L.	Health Sciences
	Van Heuklon, Thomas K.	Geography
	Van Meter, Clifford W.	National Task Force on Private Security
+	Van Ness, Peter W.	Management
**	Vanni, Robert E.	Health Sciences (W, S)
	Vaughn, Ronald L.	Business Education & Administrative Office Management
*@	Venugopalan, Mundiyath	Chemistry
	Veroni, Kathleen J.	Physical Education for Women
T	Viar, David L.	National Task Force on Private Security
	Viar, Don L.	Director of School and College Relations
	Vick, Richard D.	English
	Villanueva, A. B.	Political Science
	Vining, James W.	Geography
	Vos, Morris	Foreign Languages & Literatures
	Voss, Dale F.	Assistant Director of Housing
	Voss, David A.	Mathematics
+	Voss, Richard B.	Marketing & Finance

+ Wade, John E.	Law Enforcement Administration
+ Wadman, William M.	Economics
Waldrep, Reef V.	English
+T Walker, Anita C.	Biological Sciences
# Walker, G. Harris	Quantitative & Information Sciences
Wall, Jerry L.	Management
T@ Wall, Katharine	Library
Wall, Lewis E.	Business Education & Administrative Office Management
Wallace, Benjamin	Psychology
Walstrom, John A.	Quantitative & Information Sciences
Walter, Waldemar M.	Biological Sciences
Walzer, Norman C.	Economics
Ward, Eric F.	Psychology
Ward, George M.	Associate Registrar (Records)
Ward, Marilyn D.	Learning Resources
Ward, Sally A.	Law Enforcement Administration
Warner, Wilma	Home Economics
+ Warner, Tony R.	Student Residential Programs
Warnock, John E.	Biological Sciences
Washington, Edward W.	Physical Education for Men
Wassum, Sylvesta M.	Music
Waterstreet, Donald C.	Counselor Education & College Student Personnel
Watkins, Thomas H.	History
Watts, William A.	Administrative Assistant to the President and Marketing & Finance
Wehrly, Beatrice L.	Counselor Education & College Student Personnel
Wehrly, James S.	Agriculture
Wehrman, Elizabeth A.	Music
Weir, Peggy A.	Law Enforcement Administration
+ Weiss, Howard J.	Quantitative & Information Sciences
Weiss, Margene E.	English
+ Welch, Evie A.	Afro-American Studies
Weldon, Gail	Health Sciences
+ Weller, Paul F.	Dean, College of Arts & Sciences
+ Welsch, Janice R.	English
Wendt, Arnold	Mathematics
Wenzell, Victor P.	Special Education
Werling, Anita E.	Music
Werner, John M.	History
Wernick, Ione V.	Learning Resources
L Wernick, Lucian K.	Mathematics
Wesley, Dean E.	Agriculture
Westen, Brodie C.	Physical Education-General
Westendorf, Lola A.	Physical Education for Women
+T Westgate, Richard S.	Recreation & Park Administration
Weston, Charles H.	Political Science

T	Westover, Barbara G.	Special Education and Special Education-Lab School
	Westover, John G.	Dean of International Programs and History
	Whalen, Donald F.	Student Residential Programs
+T	White, David A.	Biological Sciences
	White, Gerald L.	Mathematics
	Whitehead, Copeland C.	Educational Foundations
	Whitmill, Lucille	Business Education & Administrative Office Management
	Wiggins, N. Wayne	Educational Foundations
	Wilber, A. Mills	Educational Administration, Supervision & Curriculum
	Wilcox, Carmen K.	Educational Field Experiences
T	Wilhelm, Charles D.	Educational Field Experiences
	Wilhelm, Verne E.	Physical Education for Men
	Will, Werner H.	Foreign Languages & Literatures
	Williams, Robert G.	Communication Arts & Sciences
+	Wilson, Robert T.	Geography
	Wilson, Warren V.	English
	Wingard, Norman E.	Geology
	Wolfmeyer, Lynn J.	Mathematics
	Womack, Rudolf V.	Director of Academic Services
	Wylie, Douglas W.	Physics
	Yeager, Beatrice V.	Physical Education for Women
	Yonke, Arthur J.	Educational Field Experiences
T	Young, Linda S.	Women's Activities Advisor--Union
	Yunker, James A.	Economics
	Zeller, Loren L.	Foreign Languages & Literatures
	Zimmerly, Isabelle M.	Marketing & Finance
	Zimmerman, Fred W.	Industrial Education & Technology

TL Zlochower, Sol	Law Enforcement Administration
Zorn, Willis L., Jr.	Health Sciences
Zuck, Berwyn G.	Budget Director

NOTE: Additions and changes to this list will be announced via Western Channel.

Graduate Assistants

Ahlquist, Ann C.	Industrial Education & Technology
Akpan, Gilbert E., Jr.	Economics (F)
Althoff, Vicki K.	Biological Sciences
Anderson, Blair V.	Theatre
Anderson, Elizabeth A.	Mathematics
Anderson, Lynn M.	Psychology
Anderson, Opal L.	Recreation & Park Administration
Anderson, Susan C.	Educational Administration, Supervision & Curriculum
Atwell, Cory V.	Recreation & Park Administration (W & S)
Bailey, Lawrence L.	Institute for Regional, Rural & Community Studies
Baird, Deborah A.	Counselor Education & College Student Personnel
Baland, Beverly A.	Geography
Barker, Mary L.	Business Education & Administrative Office Management
Barker, Susan L.	Recreation & Park Administration
Barrettsmith, H. Straten, Jr.	Physical Education for Men
Bausman, Marvin D.	Physics
Bender, Robin R.	Physical Education for Women
Bendt, Deborah K.	English
Berghoef, Hilda	Reading
Bibby, Bruce A.	Theatre
Bibb, Lee L., III	Marketing & Finance
Bilotto, Carmine A.	Physical Education for Men
Bird, Dwight D.	Physical Education for Men
Blaesing, Gregory L.	Recreation & Park Administration and University Union
Boock, Paula L.	Institute for Regional, Rural & Community Studies
Booth, Jerry P.	Business Education & Administrative Office Management
Bordson, Gary O.	Chemistry
Boston, Charles R.	Athletics
Bott, Thomas C.	English
Bourne, Brad A.	Psychology
Boynton, Nancy A.	Theatre

Bradford, Edmund J.	Chemistry
Bradshaw, Cathy A.	Biological Sciences
Brainerd, Martha A.	Women's Intercollegiate Athletics
Braun, Robert E.	Communication Arts & Sciences
Brazaitis, John B.	History
Brodine, Karyn A.	Art (F)
Brokaw, Craig A.	Political Science (F & W)
Brooks, Thomas J., Jr.	Communication Arts & Sciences (W & S)
Brown, Linda C.	Office of Academic Services
Bruns, John F.	Recreation & Park Administration (W & S)
Bryan, Cherilyn P.	Recreation & Park Administration
Busch, Mary E.	Health Sciences
Campbell, David J.	Psychology
Chadderdon, David E.	Theatre
Chen, Jain-Shing A.	Economics
Christianson, Gary A.	Theatre
Clancy, Rodney K.	Educational Foundations (Renewal Center)
Contois, Scott L.	Mathematics
Coppernoll, Ann J.	Student Residential Programs
Costello, Janet M.	Art (F)
Counce, Dan L.	Physical Education for Men
Craxton, Shelley M.	Communication Arts & Sciences
Curti, Michael Teresa	Reading
Davis, Llewellyn S.	Music
Davis, Robert S.	Marketing & Finance
Dean, Frederick W.	Geography
DeDecker, Kevin P.	Student Residential Programs
Devorshak, John V.	Office of Academic Services
DeJong, Dorothy K.	Educational Foundations (F) Zonal Renewal (W & S)
Dintelman, Fred A.	Athletics (F)
Dixon, Philip L.	Educational Administration, Supervision & Curriculum

D'Louhy, Candice L.	Geography
Dobrovich, Janet E.	Mathematics
Doht, Katherine E.	Educational Foundations
Doiron, Michele D.	English
Donham, Cary E.	Political Science (F)
Dorner, Dolores J.	Psychology
Dowd, Linda J.	Communication Arts & Sciences
Downs, Alice E.	Student Residential Programs
Dry, Stephen M.	Mathematics

Edwards, Linda L.	Psychology (Research)
Eilers, Lynn B.	Counseling Center
Ellinghausen, Donald E., Jr.	History
Emmett, Michelle A.	Student Residential Programs
Emmons, Cynthia L.	Theatre
English, Michael B.	Recreation & Park Administration
Exline, Sheri A.	Reading

Faraca, Daniel L.	Mathematics
Feakins, Margaret T.	Political Science
Fitzsimmons, Mark E.	Economics
Fleischacker, Bernard C.	Geography
Flynn, Neil F.	Political Science
Focken, Stephen K.	Chemistry
Fogle, Barbara E.	Communication Arts & Sciences
Foley, Dennis L.	Sociology & Anthropology
Foster, Christina A.	History
Fowler, David A.	Agriculture
Fox, Dan K. W.	Counselor Education
Fricker, Helen M.	Theatre
Frosh, Randy L.	Geography
Frye, Gregory L.	Physical Education for Men
Fulton, Robert D.	Accountancy

Gall, Robbyn H.	Theatre
Galloway, Marvin L.	Biological Sciences
Galvis, Antonio J.	History (F)
Gillespie, James R., Jr.	Physics (F)
Gladney, Jerome C.	Office of Academic Services (F & W)
Gluck, Margaret M.	Reading
Goad, Robert B.	Music
Goodrich, Robert D.	Communication Arts & Sciences
Griffith, Alan L.	Educational Foundations
Grooman, Daniel D.	Management
Grzych, Frank J.	Music

Hall, William L.	Music
Hamning, Richard R.	Psychology
Han, MeSong	English
Hankins, Obe M.	Student Residential Programs
Harris, Mary Lea	Communication Arts & Sciences
Harte, Carol L.	Sociology & Anthropology
Hartnett, John J.	History
Haugen, Joel T.	Geography
Hawkins, Leroy T.	Sociology & Anthropology
Heinrich, Donna M.	Sociology & Anthropology
Hencken, Maryanne G.	Recreation & Park Administration (W & S)
Henderson, John B.	Athletics (W)
Hennessy, Edward A.	Industrial Education & Technology
Hensley, Robert E.	Theatre
Hettrick, Richard R.	Recreation & Park Administration
Hewitt, Roger A.	Educational Administration, Supervision & Curriculum
Hock, Robert J.	Management
Hommel, Cathleen M.	Elementary Education
Hoskins, Glee C.	Communication Arts & Sciences
Howe, Timothy J.	Recreation & Park Administration
Hu, Hung-Chang	Mathematics
Hunter, Deborah J.	Office of Academic Services
Hunter, Robert E.	Athletics

Jacobs, William B.	Geography (F)
Jacqmin, Mary L.	Student Residential Programs
James, Marilyn L.	Business Education & Administrative Office Management
Jansen, Thomas A.	Communication Arts & Sciences
Jenkins, Robert S.	Physics
Jespersen, Kathy J.	Accountancy
Johnsen, Sigurd E.	English
Johnson, Christy L.	Elementary Education
Johnson, Douglas L.	Industrial Education & Technology (F)
Johnson, James E.	Geography
Jones, Phillip B.	Counselor Education
Joseph, Jack	Psychology (Research)
Kammermann, Sandra K.	Health Sciences
Kearney, Michael S.	Geography
Kenel, Diane L.	Elementary Education
Khan, Nasir H.	Mathematics
Kiefer, Dieter	Physical Education for Men
Kirsch, Christine D.	Theatre
Kocman, Joseph G.	Quantitative & Information Sciences
Kocman, Mary G.	Mathematics
Koenig, Dawn M.	Health Sciences
Kolari, James W.	Quantitative & Information Sciences
Kosin, Paula M.	Student Residential Programs
Kubis, Robert S.	Student Residential Programs
Kuchko, Harry M.	Geography
Lai, Cindy C.	Mathematics
Laurie, Kenneth W.	Geography
Law, Fei-Lan	Political Science (F)
Lawrence, Carol A.	Institute for Regional, Rural & Community Studies
Lee, Larry A.	Accountancy (F)

Lehman, Constance D.	Theatre
Lepp, Daniel S.	Communication Arts & Sciences
Lewis, Cheryl A.	Psychology
Lo, Chin-I	Sociology & Anthropology
Long, Katherine A.	Student Residential Programs
Lorenz, Curtis F.	Recreation & Park Administration (F)
Lubbs, Dennis A.	Geography
Macchione, Nancy J.	Union Activities Center
Mager, James W., Jr.	Industrial Education & Technology
Mahan, Terri D.	Music
Malesky, Thomas C.	Elementary Education
Martin, Thomas R.	Theatre
Matejka, Steven L.	Student Residential Programs
Mattessich, Dominick A.	Physical Education for Men
McAllister, Charles E.	History
McAllister, James S.	Biological Sciences
McKenzie, Martha J.	Physical Education for Women
Messick, David H.	Institute for Regional, Rural & Community Studies
Meyer, Lorraine B.	Educational Administration, Supervision & Curriculum
Mikotowicz, Thomas J.	Theatre
Miller, Linda M.	Psychology
Miller, Robert E.	Biological Sciences
Millonas, Mark K.	English
Minwegen, Patricia A.	Student Residential Programs
Miskovic, Linda S.	Physical Education for Women
Mitchell, Thomas C.	Student Residential Programs
Monteith, Dean D.	Institute for Regional, Rural & Community Studies (F & W)
Moore, Martin T.	Athletic Training (Health Center)
Mortonson, Mark K.	Health Sciences
Mostert, Michael J.	Biology (Research)
Mustapha, Ramzeye	Educational Foundations

Netto, Glenn D.	Biological Sciences
New, Leslie	Office of Academic Services
Ngo, Jacqueline A-H	Economics (W & S)
Nichols, John J.	Student Residential Programs
Norman, Robert P.	History
Norman, Thomas A.	Communication Arts & Sciences
Nyein, Thaung K.	Physics
Ohda, Anita J.	Recreation & Park Administration
Oldman, Patrice D.	Institute for Regional, Rural & Community Studies
Olos, Evanthia J.	English
Onoda, Teruko	Quantitative & Information Sciences
Palka, Gregory A.	Office of Academic Services
Perkerson, Marcus J.	Office of Academic Services
Petric, Janet M.	Biological Sciences
Pfeil, Robert E.	Institute for Regional, Rural & Community Studies (F & W)
Phalen, Richard J.	History
Phillips, Webster P.	Institute for Regional, Rural & Community Studies (F & W)
Pogue, Van R.	Athletics
Polle, Robert F.	Chemistry
Potter, William C., II	History
Powell, Phedocia R.	Office of Academic Services
Powell, Terence J.	Economics
Price, Lauta M.	Affirmative Action
Price, Rosalee	Physical Education for Women
Prosser, Mark F.	Mathematics
Pyeatt, Marilyn F.	Theatre
Pyeatt, Woodrow W.	Theatre

Quintiliani, Raymond B.	Industrial Education & Technology
Rabbani, Saiyed G.	Economics (W & S)
Ramos, Sonia I.	Office of Academic Services
Rasor, Patricia M.	University School
Redlinger, Robert D.	Theatre
Relich, Richard J.	Physical Education for Men
Reuss, Terry L.	Institute for Regional, Rural & Community Studies
Reynolds, Leslie K.	Reading
Richart, Allen M.	Physical Education for Men
Rickman, Deborah K.	Educational Foundations
Rowe, Barbara A.	Biological Sciences
Rowland, Monte D.	Agriculture
Rubsam, Scott M.	Theatre
Runyon, Dennis L.	Political Science (F)
Rusin, Clifford R.	Physical Education for Men
Salihoglu, Selami S.	Physics
Sandusky, Christine A.	Reading
Sandusky, Michael J.	Biological Sciences
Sayre, Mary R.	Art
Schmink, Paul D.	Counseling Center
Schroeder, Peter P.	Physical Education for Men
Schultz, Paula J.	Elementary Education
Scott, Alice R.	Biological Sciences
Scott, James A.	Physical Education for Men
Seegmiller, Sue A.	Art
Shoultz, Donn R.	Mathematics
Sieber, Mark T.	Elementary Education
Siewers, Alan W.	Marketing & Finance
Smith, J. Roderick	Psychology
Sosa, Albino R.	Chemistry

Southwick, Jack K.	Theatre
Spivey, Peggy L.	Biological Sciences (Research) (F & W)
Stablein, Ralph E.	Economics
Stewart, Rosemary	Reading
Storey, Bruce T.	Student Residential Programs
Struck, Richard C.	Communication Arts & Sciences
Struss, Mark E.	Biological Sciences
Stuff, Mark A.	Mathematics
Sutton, Alice W.	University School
Tortorici, Santina B.	Theatre
Vactor, Vanita M.	Office of Academic Services
Valle, Marcia A.	Office of Academic Services (F)
VanBuskirk, Kim E.	Physical Education for Women
VandenBoom, Ralph A.	Management
VanDeveer, Delores A.	Psychology (Research)
Van Etten, Rick R.	English
Vicetti, Rodolfo E.	Biological Sciences
Villani, Marjorie J.	Student Residential Programs
Vinzant, Larry J.	Biological Sciences
Waddell, Marjorie A.	Biological Sciences (F)
Wagner, Mary E.	Health Sciences
Watson, Gary W.	Biological Sciences

Watters, Norman R.	Management (F & W)
Webb, Jimme R.	Physical Education for Men
Werier, Erica L.	Biological Sciences
White, Cheryl L.	Counselor Education & College Student Personnel
White, Donald L.	English
White, Sheila A.	Physical Education for Women
Widmer, Robert D.	Economics
Williams, David F.	Office of Academic Services
Williamson, Linda J.	Mathematics
Wolf, Donna D.	Business Education & Administrative Office Management
Young, Melissa B.	Educational Foundations
Yunker, Penelope J.	Accountancy
Zakely, James G.	Counselor Education & College Student Personnel
Ziegler, Bryan C.	Marketing & Finance

FACULTY AND SPECIAL COMMITTEES FOR 1975-76

A. Committees and Councils of the Senate

FACULTY SENATE

Officers
B. Keeling (Chairman)
A. Lamb (Vice Chairman)
G. Stagg (Secretary)

Ex-officio
B. Carpenter (Provost)

Elected
Applied Sciences
C. Bigony (3)
Arts and Sciences
J. Frazer (3)
N. Goeckner (3)
L. O'Flaherty (3)
J. Werner (3)
A. Fentem (2)
F. Fulkerson (2)
D. Soule (1)
Business
R. Nordstrom (3)
Education
K. Kaufmann (3)
G. Stagg (2)
J. Christoffersen (1)
Fine Arts
F. Comella (3)
Health, P.E. and Recreation
J. Leach (3)
At-Large
A. Lamb (3)
N. Pano (3)
G. Mock (2)
D. Wesley (2)
B. Keeling (1)
K. Mann (1)

COMMITTEE ON COMMITTEES

Elected for 1975-76
F. Comella
A. Fentem (Chairman)
J. Leach
R. Nordstrom
G. Stagg

COUNCIL - ADMISSION, GRADUATION AND ACADEMIC STANDARDS

Appointed by Senate
S. Brown (A&S) (3)
J. Johnson (ED) (3)
A. Werling (FA) (3)
R. Aten (HPER) (2)
W. Flakus (A&S) (2)
S. Nelson (ED) (2)
H. Butler (A&S) (1)
J. Domitrz (BUS) (1)
M. Murnik (A&S) (1) (Chairman)
D. Wesley (AS) (1)

Appointed by Student Government
Karen Colvett
Marti Koller

Ex-officio
B. Carpenter (PAVP or designate)
F. Fess (Admissions & Records)

COUNCIL - CAMPUS PLANNING AND USAGE

Appointed by Senate
R. Bottin (BUS) (3)
D. Goehner (A&S) (3)
B. Rolloff (HPER) (3)
J. Sanders (FA) (2)
R. Sutton (A&S) (2)
W. DeTar (AS) (1)
E. Litchfield (ED) (1)
J. Shryock (A&S) (1) (Chairman)

Appointed by Student Government
Mike Jury
Pat Loftus

Ex-officio
J. Miller (Director of Physical Plant)
D. Rezab (Director of Facilities Planning)

COUNCIL - CURRICULAR PROGRAMS AND INSTRUCTION

Appointed by Senate
K. Marx (BUS) (3)
L. Morley (A&S) (3)
W. Sanders (FA) (3)
C. Colvin (ED) (2)
D. Ganyard (A&S) (2)
S. Kernek (A&S) (2)
S. Fors (HPER) (1)
C. Meyer (A&S) (1)
J. Shaver (ED) (1) (Chairman)
A. Stagg (AS) (1)

Appointed by Student Government
Karen Colvett
Pam Raday

Ex-officio
B. Carpenter (PAVP or designate)

COUNCIL - FISCAL MANAGEMENT

Appointed by Senate
K. Harris (A&S) (3)
L. Mills (A&S) (3)
S. Wassum (FA) (3)
L. Dittus (HPER) (2) (Chairman)
H. Walker (BUS) (2)
A. Wendt (A&S) (2)
F. Caspall (A&S) (1)
S. Harrod (A&S) (1)
J. Jacobsen (AS) (1)
S. Rush (ED) (1)

Appointed by Student Government
Scott Munge
Tim Ryan

Ex-officio
A. Chown (VPBA)
B. Zuck (Budget Director)

COUNCIL ON INTERCOLLEGIATE ATHLETICS

Appointed by Senate
W. DeJong (FA) (3)
R. Pierson (ED) (3)
G. Smith (A&S) (3)
G. Belles (A&S) (2)
A. Kellogg (HPER) (2)
C. Billingsly (HPER) (1)
(AS) (1)
G. Taylor (BUS) (1)

Appointed by Student Government
Paula Kupchick
Ray Guthrie
Brad Swearingen

Ex-officio
M. Blackinton (Director of Women's Athletics)
G. Peterson (Director of Athletics)

Faculty Representative to NCAA
J. McKinney

COUNCIL ON PROFESSIONAL STATUS

Appointed by Senate
R. Ferguson (BUS) (3) (Associate Chairman)
R. Gabler (A&S) (3)
J. Patrick (ED) (3)
V. Howe (A&S) (2) (Chairman)
J. Leach (HPER) (2)
C. Potkay (A&S) (2)
H. Hardgrave (A&S) (1)
V. Johnson (AS) (1)
D. Kuruna (FA) (1)
D. Waterstreet (ED) (1)

COMMITTEE ON FACULTY SERVICE

Appointed by Senate
E. Faries (A&S) (3)
C. Fenn (ED) (3)
A. Kellogg (HPER) (3)
T. Frazer (A&S) (2) (Chairman)
E. Gingerich (ED) (2)
M. Leach (AS) (2)
E. Docherty (HPER) (1)
M. Eshelman (A&S) (1)
R. Mosley (ED) (1)
_____ (BUS) (1)

COMMITTEE ON FACULTY-STUDENT RELATIONS

Elected by Senate
F. Fulkerson
K. Mann
D. Wesley
_____
_____
_____

Elected by Student Government
Karen Colvett
Maureen Arendt
Laura Kosell
Monty Nafoosi
Marti Koller
Marion Wadkins

Ex-officio
SGA Faculty Adviser

COMMITTEE ON PERSONNEL

Appointed by Senate
R. Peterson (A&S) (3)
R. Sibbing (FA) (3)
L. Balsamo (A&S) (2)
H. Hoing (ED) (1)
K. Pearson (HPER) (1) (Chairman)
F. Zimmerman (AS) (Alternate)

TEACHER EDUCATION COMMITTEE

Ex-officio
M. M. Gubser (Chairman)

Faculty
C. Faries (A&S) (3)
W. Swanson (AS) (3)
W. Zorn (HPER) (3)
F. Comella (FA) (2)
D. Hamilton (ED) (2)
J. Lopez (ED) (2)
L. Wall (BUS) (2)
W. Burton (A&S) (1)
R. Gabler (A&S) (1)
W. Wiggins (ED) (1)

Students
Helen Hollingsworth (Curriculum A or B)
Marti Koller (Curriculum C)

B. Other Councils

GRADUATE COUNCIL

Ex-officio
B. Carpenter (Provost)
P. Grove (Dir. of Libraries)
J. Sather (Dean, Graduate Studies) (Chairman)

Elected
R. Gedney (HPER) (3)
L. Murphy (Soc Sci) (3)
W. DeJong (FA) (2)
C. Hanna (ED) (2)
D. Simpson (Humanities) (2)
J. Niss (BUS) (1)
V. Johnson (AS) (1)
L. O'Flaherty (Natural Sci) (1)

RESEARCH COUNCIL

Ex-officio
J. Morton (Chairman)

Appointed by Graduate Council
F. Comella (FA) (3)
R. Dirksen (AS) (3)
D. Singer (BUS) (3)
J. Banninga (A&S) (2)
S. Kernek (A&S) (2)
P. Hutinger (HPER) (2)
N. Sproull (ED) (1)
E. Ward (A&S) (1)

C. Special Councils, Committees and Institutional Representatives Appointed by the President, 1975-76. (See memo to the Faculty, Students and Staff at WIU dated April 21, 1975, Re-organization of Councils and Committees Appointed by the President for detailed information.)

ADMINISTRATIVE CABINET

Chairperson: L. Malpass (President)
P. Burke (President, CAP)
B. Carpenter (Provost and Academic VP)
A. Chown (VP for Business Affairs)
B. Keeling (Chairman, Faculty Senate)
R. Ledbetter (Director of Affirmative Action)
J. Norvell (VP for Planning and Development)
M. Reed (President, SGA)
A. Reynolds (President, CSEC)
G. Schwartz (VP for Student Affairs)
S. Turner (Director, IRP)
W. Watts (Administrative Assistant to the President)

UNIVERSITY BUDGET COUNCIL

Chairperson: L. Malpass (President)
B. Carpenter (Provost and Academic VP)
A. Chown (VP for Business Affairs)
G. Schwartz (VP for Student Affairs)
J. Norvell (VP for Planning and Development)
B. Zuck (Budget Director)
L. Dittus (Chairperson, Fiscal Management Council)
_____ (Chairperson, Student Activities Budget Committee)
_____ (Chairperson, Committee on Tuition Grants & Waivers)

REGIONAL ADVISORY COUNCIL

Chairperson: L. Malpass (President)
J. Norvell (VP for Planning and Development)
C. Armitage (President of Alumni Association)
Henry Ruebush, Sciota
Lewis Burger, Peoria
Philip Bradshaw, Griggsville
Curtis Tarr, Moline
William Grant, Peoria
Lee Sullivan, Jacksonville
George Irwin, Quincy
(Mrs.) Seymour Golden, Rock Island
William Rudolph, Macomb
_____
R. Gabler (Faculty)
D. Marshall (Faculty)

DEANS COUNCIL

Chairperson: B. Carpenter (Provost and Academic VP)
R. Fink (Dean, College of Applied Sciences)
P. Weller (Dean, College of Arts & Sciences)
H. Nudd (Dean, College of Business)
M. Gubser (Dean, College of Education)
F. Suycott (Dean, College of Fine Arts)
W. Lakie (Dean, College of HPER)
H. Sather (Dean, School of Graduate Studies)
F. Fess (Dean of Admissions & Records)
P. McKee (Dean of Continuing Education)
J. Westover (Dean of International Programs)
P. Grove (Director of Libraries)

COUNCIL ON STUDENT AFFAIRS

Chairperson: G. Schwartz (VP for Student Affairs)
D. Adair (President, UUB)
R. Brousseau (President, Committee for Off-campus Students)
F. Fess (Dean of Admissions & Records)
M. Jeanblanc (President, IHC)
M. Reed (President, SGA)
W. Brattain (Student Affairs Administrator)
N. Koester (Student Affairs Administrator)
J. Halwax (SGA nominee)
_____ (IHC nominee)
D. Limkman (President of IFC or
J. Rudd Panhellenic)

COUNCIL ON AFFIRMATIVE ACTION

Chairperson: R. Ledbetter (Director of Affirmative Action)
R. Buckner (Faculty Senate appointee)
P. Weller (Deans Council)
N. Knowles (Council on Student Affairs nominee)
S. Baker (Council on Student Affairs nominee)
_____ (CSEC appointee)
J. Hummers (F&W) (Committee on
B. Stiffler (S) Status of Women appointee)
N. Johnson (Committee on Status of Black Staff appointee)
_____ (Director of Personnel)

COUNCIL ON PLANNING AND DEVELOPMENT

Chairperson: J. Norvell (VP for Planning and Development)
F. Caspall (Faculty Senate appointee)
G. Hamilton (Alumni Association appointee)
J. Harris (Faculty Senate appointee)
J. Smith (Faculty Senate appointee)
S. Turner (Director, Institutional Research)
J. Murphy (VP for Academic Affairs appointee)
C. Burns (Council on Student Affairs nominee)
P. Loftus (Council on Student Affairs nominee)
H. Nudd (Deans Council appointee)
K. Epperson (Council of Administrative Personnel appointee)

COUNCIL ON ATHLETIC ACTIVITIES

Chairperson: B. Carpenter (Provost and Academic VP)
M. Blackinton (Director, Women's Athletics)
G. Peterson (Director, Men's Athletics)
J. McKinney (Faculty Representative to Athletics to the NCAA)
B. Swearingen (Council on Student Affairs nominee)
_____ (Chairman, Faculty Senate Council on Intercollegiate Athletics)
T. Peters (Council on Student Affairs nominee)
F. Suycott (Deans Council)
J. Lucie (Alumni Association appointee)

COUNCIL ON ADMINISTRATIVE PERSONNEL (CAP)

Officers: P. Burke, President
J. Fairman, Vice President
R. Hawthorne, Secretary

Liaison Person: A. Chown, VP for Business Affairs

CIVIL SERVICE EMPLOYEES COUNCIL (CSEC)

Officers: A. Reynolds, President
J. Shryack, Vice President
J. Cramer, Secretary-Treasurer

Liaison Person: A. Chown, VP for Business Affairs

AWARDS AND RECOGNITIONS COMMITTEE

Chairperson: B. Carpenter (Provost and Academic VP)
J. Norvell (VP for Planning and Development)
W. Simons (Chairperson, Humanitarian Award Committee)
_____ (Chairperson, Annual Faculty Lecture Committee)
J. Bundschuh (Faculty Senate appointee)
L. Dahmer (Council on Student Affairs nominee)
R. Fleming (Council on Student Affairs nominee)
H. Gianneschi (Director of Alumni Affairs)

CATALOG COMMITTEE

Chairperson: F. Fess (Dean of Admissions and Records)
B. Rochefort (Director of Publications)
S. Kernek (Committee on Curricular Programs and Instruction appointee)
S. Brown (Council on Admissions, Graduation and Academic Standards appointee)
M. Koller (Council on Student Affairs nominee)
K. Colvett (Council on Student Affairs nominee)
P. McKee (Deans Council appointee)
L. O'Flaherty (Graduate Council appointee)
F. Sorenson (Continuing Education Committee appointee)

COMMENCEMENT COMMITTEE

Chairperson: B. Carpenter (Provost and Academic VP)
F. Fess (Dean of Admissions & Records)
R. Fink (Deans Council appointee)
C. Izzo (Faculty Senate appointee)
A. Gruber (Faculty Senate appointee)
R. Elkin (Faculty Senate appointee)
A. Hargrove (Faculty Senate appointee)
W. Brattain (Director, University Union)
R. Polson (Senior Student, SGA nominee)
B. Housenga (Senior Student, SGA nominee)
C. Sisco (Senior Student, SGA nominee)

COMPUTER COMMITTEE

Chairperson: J. Norvell (VP for Planning and Development)
F. Fess (Dean of Admissions & Records)
S. Turner (Director of Institutional Research)
E. Simler (Faculty Senate appointee)
F. Kohler (Faculty Senate appointee)
J. Yunker (Faculty Senate appointee)
W. McBride (Faculty Senate appointee)
C. Zahara (Council on Student Affairs appointee)
D. Beveridge (Dean appointed by VP for Academic Affairs)
D. Kreiling (Academic VP nominee)
J. Conner (VP for Business Affairs nominee)
C. Brix (Director of the Computer Center)

CONTINUING EDUCATION COMMITTEE

Chairperson: B. Carpenter (Provost and Academic VP)
P. McKee (Dean of Continuing Education nominee)
J. Norvell (VP for Planning and Development)
C. Hanna (Faculty Senate nominee)
R. Synovitz (Faculty Senate nominee)
D. Roach (Faculty Senate nominee)
A. Bishop (Faculty Senate nominee)
E. Carpenter (Faculty Senate nominee)
M. Gubser (Deans Council nominee)
M. Koller (Council on Student Affairs nominee)
P. Raday (Council on Student Affairs nominee)

COMMITTEE ON HEALTH AND SAFETY

Chairperson: J. Miller (Director, Physical Plant)
R. Lingle (Director of Public Safety)
D. Markham (CSEC nominee)
D. Daudelin (Council of Administrative Personnel nominee)
G. Goehner (Council on Student Affairs nominee)
K. Shusis (Council on Student Affairs nominee)
E. Van Fleet (Faculty Senate nominee)
A. Chown (VP for Business Affairs) (ex-officio)

LIBRARY COMMITTEE

Chairperson: _____
(Elected from Faculty Senate Nominees)
B. Carpenter (Provost and Academic VP)
P. Grove (Director of Libraries)
J. Westover (Dean appointed by Academic VP)
I. Wernick (Faculty Senate nominee)
J. Bergen (Faculty Senate nominee)
S. Hanks (Faculty Senate nominee)
J. Sekora (Faculty Senate nominee)
D. Osborn (Council on Student Affairs nominee)
M. Nafoosi (Council on Student Affairs nominee)

PUBLICATIONS COMMITTEE

Chairperson: B. Rochefort (Director of Publications)
J. Fairman (Director of News Services)
P. Grove (Academic VP nominee)
L. Dittus (Deans Council nominee)
J. Larkin (Faculty Senate nominee)
T. Meighan (Faculty Senate nominee)
G. Rezab (Faculty Senate nominee)
T. Peters (Council on Student Affairs nominee)
_____ (Director of Printing Services)
J. Norvell (VP for Planning and Development)

TRAFFIC AND PARKING COMMITTEE

Chairperson: R. Lingle (Director of Public Safety)
M. Torgerson (Faculty Senate nominee)
W. Roderick (Faculty Senate nominee)
A. Kellogg (Faculty Senate nominee)
D. Stickney (Council on Student Affairs nominee)
T. Ianello (Council on Student Affairs nominee)
A. Richards (Council on Student Affairs nominee)
W. Hambly (CSEC nominee)
J. Milier (Director of Physical Plant)
D. Rezab (Director of Facilities Planning)

FRINGE BENEFITS COMMITTEE

Chairperson: A. Chown (VP for Business Affairs)
W. Stevens (Academic VP nominee)
A. Wendt (Faculty Senate nominee)
G. C. Potter (Faculty Senate nominee)
J. McKinney (Faculty Senate nominee)
C. Cromer (CSEC nominee)
G. Rittenhouse (CSEC nominee)
_____ (Council on Administrative Personnel nominee)
J. Sather (Deans Council nominee)

AACTE OFFICIAL REPRESENTATIVES

General Administrative Officer: B. Carpenter
Professional Education: M. Gubser
Other Teaching Fields: R. Gabler

AAUW LIAISON MEMBER

N. Neeley

ASSOCIATION OF UNIVERSITIES AND COLLEGES OF WEST-CENTRAL ILLINOIS AND EASTERN IOWA

L. Malpass
B. Carpenter

AASCU FEDERAL RELATIONS OFFICER

J. Norvell

ASSOCIATED UNIVERSITIES FOR INTERNATIONAL EDUCATION

J. Westover

BHE STUDENT ADVISORY COMMITTEE

Monty Nafoosi
James Zerkle (alternate)

BOARD OF GOVERNORS' REPRESENTATIVE TO COUNTY SCHOLARSHIP COMMITTEE OF ILLINOIS

J. Storey

BOARD OF GOVERNORS' COMPUTER REVIEW COMMITTEE

D. Kreiling
J. Norvell

CENTRAL STATES UNIVERSITIES, INC.

H. Sather

COLLEGE ENTRANCE EXAMINATION BOARD

F. Fess
D. Totten (alternate)

COMMITTEE TO ADMINISTER ARMY ROTC SCHOLARSHIP PROGRAM

H. Koester
L. Coleman

COMMITTEES OF ILLINOIS JOINT COUNCIL ON HIGHER EDUCATION

Committee on Admissions and Records	D. Beck (Records) D. Totten (Admissions)
Committee on Collegiate Calendar	J. Murphy
Committee on Pre-College Counseling	F. Fess
Universities Extension Committee	F. Sorenson
Scholarship Committee of Illinois	H. Koester
Committee on Training Junior College Personnel	H. Sather
Committee on Studies	B. Carpenter
Committee to Consult with Junior College Groups and IAHE	A. Salisbury
Committee on Uniformity of Procedures Regarding Non-Discrimination on the Basis of Sex, etc.	R. Ledbetter

COUNCIL OF UNIVERSITIES, ILLINOIS MENTAL HEALTH PLANNING BOARD

N. Severinsen

DANFORTH LIAISON MEMBER

H. Sather

EMPLOYEES ADVISORY COMMITTEE TO STATE UNIVERSITIES RETIREMENT SYSTEM BOARD

H. Larner (Civil Service)
W. Stevens (Administration and Faculty)

EXECUTIVE COMMITTEE, MID-CENTRAL ASSOCIATION OF ILLINOIS SPECIAL EDUCATION

R. Frankenberger
A. Hasbargen

FULTON-MC DONOUGH MENTAL HEALTH BOARD

R. Franck
W. Watts

ILLINOIS CURRICULUM COUNCIL

H. Hoing
D. Hahn (alternate)

INSTITUTIONAL REPRESENTATIVE FOR RHODES SCHOLARSHIPS

H. Sather

INSTITUTIONAL REPRESENTATIVE TO PRAIRIE COUNCIL, BOY SCOUTS OF AMERICA

R. Hawthorne

INSTITUTIONAL REPRESENTATIVE TO ILLINOIS JOINT COUNCIL ON HIGHER EDUCATION

L. Malpass

INSTITUTIONAL REPRESENTATIVE TO TITLE V (RURAL DEVELOPMENT ACT 1972) STEERING COMMITTEE (COOPERATIVE AGREEMENT WITH UNIVERSITY OF ILLINOIS)

D. W. Griffin

LEGISLATIVE INTERNSHIP SPONSORING COMMITTEE

B. Southard

MACOMB PLANNING COMMISSION

D. Rezab

MC DONOUGH COUNTY REGIONAL PLANNING COMMISSION

J. Norvell

MID-ILLINOIS COMPUTER COOPERATIVE

A. Chown (Director)
C. Brix (Director, MICC Operating Board)

NATIONAL UNIVERSITY EXTENSION ASSOCIATION

P. McKee

NORTH CENTRAL ASSOCIATION

B. Carpenter

QUAD-CITIES GRADUATE CENTER COUNCIL GOVERNING BOARD

P. McKee

QUINCY COUNCIL OF HIGHER EDUCATION

H. Nudd

STATE OF ILLINOIS DEPARTMENT OF BUSINESS AND ECONOMIC DEVELOPMENT

S. Turner

UNIVERSITY-JUNIOR COLLEGE COORDINATORS FOR STATE OF ILLINOIS

K. Epperson

USDA/AGENCY FOR INTERNATIONAL DEVELOPMENT/INTERNATIONAL TRAINING PROGRAM

R. Fink (Contact Officer)

WEST CENTRAL ILLINOIS PLANNING AND DEVELOPMENT ASSOCIATION

D. W. Griffin

WOODROW WILSON FOUNDATION REPRESENTATIVE

H. Sather

D. Elected Representatives

REPRESENTATIVE TO FACULTY ADVISORY COMMITTEE TO BOARD OF HIGHER EDUCATION

R. Jefferson

REPRESENTATIVES TO COUNCIL OF FACULTIES

D. Marshall (3)
A. Wendt (2)
H. Schmalfeld (1)

Alternate
V. Howe (2)

E. University Committees

CIVIL SERVICE EMPLOYEES COUNCIL

Group I
W. Allen (1)
C. Bigony (2)
M. Logsdon (2)

Group II
J. Cramer (1) (Secretary)
A. Reynolds (2) (President)
J. Shryack (1) (Vice President)

Group III
D. Agans (2)
W. Hambly (2)
V. Turnquist (1)

Group IV
R. Cordell (2)
L. Hayes (1)
M. Saylor (1)

Group V
P. McGovern (1)
B. Solomon (2)
D. Williams (2)

POLICY MONITORING COMMITTEE

M. Jeanblanc (SGA)
F. Loncorich (CAP) (Chairman)
L. Mills (Faculty Senate)
(Faculty Senate)
C. Bigony (CSEC)

S.G.A. Committees
(Faculty Appointments by Faculty Senate)

BUREAU OF CULTURAL AFFAIRS

_____ (3)
_____ (3)
I. Berg (A&S) (2)
R. Johnson (A&S) (2)
H. Magliocco (FA) (1)
_____ (1)

COUNCIL ON STUDENT WELFARE

_____ (3)
_____ (3)
J. Hummers (ED) (2)
J. MacKenzie (HPER) (2)
R. Motley (BUS) (1)
J. Nielsen (A&S) (1)

COMMITTEE ON STUDENT ACTIVITY FUNDS

_____ (3)
W. Gilliard (ED) (2)
J. Kirkpatrick (A&S) (1)

1975-1976 CALENDAR

Fall Quarter

Aug	31	S	Residence halls open
Sept	1	M	Residence halls open; Labor Day - holiday for all employees
Sept	2	T	Fall Quarter Opens; Registration
Sept	3	W	Classes begin
Oct	4	Sa	Homecoming (Saturday classes will meet on regular schedule)
Nov	14	F	Last class day, Fall Quarter
Nov	17	M	Final Examinations
Nov	18	T	Final Examinations
Nov	19	W	Final Examinations
Nov	20	Th	Final Examinations
Nov	21	F	Final Examinations
Nov	22	Sa	Fall Quarter closes
Nov	24	M	Fall Quarter grades due 8:30 a.m.
Nov	27	Th	Thanksgiving - Holiday for all employees
Nov	28	F	Holiday for all employees

Winter Quarter

Dec	1	M	Winter Quarter opens Registration and classes begin
Dec	20	Sa	Christmas vacation begins (students and teaching faculty)
Dec	25	Th	Christmas - Holiday for all employees
Dec	26	F	Holiday for all employees
Jan	1	Th	New Years Day - Holiday for all employees
Jan	2	F	Holiday for all employees
Jan	5	M	Classes resume
Jan	15	Th	Martin Luther King, Jr. Birthday - Holiday for students and all employees
Feb	20	F	Last class day, Winter Quarter
Feb	23	M	Final Examinations
Feb	24	T	Final Examinations
Feb	25	W	Final Examinations
Feb	26	Th	Final Examinations
Feb	27	F	Final Examinations
Feb	28	Sa	Winter Quarter closes
Mar	1	M	Winter Quarter grades due 8:30 a.m.

Spring Quarter

Mar	8 M	Spring Quarter opens; registration and classes begin
Apr	16 F	Spring vacation begins (students and teaching faculty)
Apr	20 T	Classes resume
May	21 F	Last class day, Spring Quarter
May	24 M	Final Examinations
May	25 T	Final Examinations
May	26 W	Final Examinations
May	27 Th	Final Examinations
May	28 F	Final Examinations
May	29 Sa	Commencement, 10:00 a.m. Spring Quarter closes
May	31 M	Memorial Day - Holiday for all employees
June	1 T	Spring Quarter grades due, 8:30 a.m.

# #

University School, Horrabin Hall
(Macomb-Adair Unit 185 Schedule)

Sept	2	Workshop for teachers
Sept	3	Classes begin (½ day)
Oct	13	Columbus Day - no classes
Nov	11	Veterans' Day - no classes
Nov	27-28	Thanksgiving Vacation
Dec	20-Jan 4	Christmas Vacation
Feb	12	Lincoln's Birthday - no classes
Apr	16-25	Easter Vacation
June	8	Last day of school (if there are no emergency dismissal days)

FINAL EXAMINATION SCHEDULE

1975-76

FALL QUARTER

	8:00-9:50	10:00-11:50	1:00-2:50	3:00-4:50
Monday, November 17	2*	8**	8*	2**
Tuesday, November 18	3*	7**	7*	3**
Wednesday, November 19	4*	1**	4**	1*
Thursday, November 20	6*	5**	5*	6**
Friday, November 21	9*	9**		

Grades are due Monday, November 24 at 8:30 a.m.

WINTER QUARTER

	8:00-9:50	10:00-11:50	1:00-2:50	3:00-4:50
Monday, February 23	2*	8**	8*	2**
Tuesday, February 24	3*	7**	7*	3**
Wednesday, February 25	4*	1**	4**	1*
Thursday, February 26	6*	5**	5*	6**
Friday, February 27	9*	9**		

Grades are due Monday, March 1 at 8:30 a.m.

SPRING QUARTER

	8:00-9:50	10:00-11:50	1:00-2:50	3:00-4:50
Monday, May 24	2*	8**	8*	2**
Tuesday, May 25	3*	7**	7*	3**
Wednesday, May 26	4*	1**	4**	1*
Thursday, May 27	6*	5**	5*	6**
Friday, May 28	9*	9**		

Grades are due Tuesday, June 1 at 8:30 a.m.

*MTWThF; MTWTh; MTWF; MTThF; MWThF; TWThF; MWF; MW

**TTh; TThS; (M eve) TTh; T (W eve) Th; T; Th

***All classes scheduled these hours

(over)

NOTE: First period taught is controller for final exam schedule for double period classes.

Final examinations for evening (only) and Saturday (only) classes will be given at the last class meeting.

Special departmental examinations will be permitted only if scheduled the Friday evening or Saturday before final examination week or on arranged basis through the Registrar's Office. Time and place of examination must be cleared in advance (by midterm) at the Registrar's Office. Special examinations require coordination of departmental requests and adequate notification time to students.

INSTRUCTORS MUST EITHER ADMINISTER A FINAL EXAMINATION OR CONDUCT A CLASS MEETING TO REVIEW MATERIAL COVERED DURING THE QUARTER AT THE TIME OF THE REGULARLY SCHEDULED EXAMINATION PERIOD.

SCHEDULES OF COMMITTEE, COUNCIL, AND STAFF MEETINGS

1975 - 1976

This calendar lists only those meetings involving major faculty and administrative groups. Chairmen of other committees, councils, and staff groups are urged to announce to their membership, at an early date, the schedule of meetings for 1975-76, including time and place.

	Date	Day	Time	Place
Reception and General Faculty Meeting	Sept 24	Wednesday	3:30 p.m. 4:15 p.m.	Prairie Lounge Heritage Room Union
Senate	Sept 9	Tuesday	4:00 p.m. to 6:00 p.m.	University Union Capitol Room
	Sept 16			
	Sept 23			
	Sept 30			
	Oct 7			
	Oct 14			
	Oct 21			
	Oct 28			
	Nov 4			
	Nov 11			
	Nov 18			
	Dec 2			
	Dec 9			
	Dec 16			
	Jan 6			
	Jan 13			
	Jan 20			
	Jan 27			
	Feb 3			
	Feb 10			
	Feb 17			
	Feb 24			
	Mar 9			
	Mar 16			
	Mar 23			
	Mar 30			
	Apr 6			
	Apr 13			
	Apr 20			
	Apr 27			

(continued)

	Date	Day	Time	Place
Senate (continued)	May 4			
	May 11			
	May 18			
	May 25			
Deans Council	Sept 16	Tuesday	9:00 a.m.	Board Room
	Oct 28			Union
	Nov 18			
	Dec 16			
	Jan 13			
	Feb 17			
	Mar 23			
	Apr 27			
	May 25			
Provost, Deans, and Department Chairmen	Oct 2	Thursday	3:00 p.m.	Capitol Room
	Jan 22			Union
	Apr 22			
Administrative Cabinet	(Regular meetings will be scheduled.)			

UNIVERSITY EQUIPMENT

According to the State Property Control Act, all equipment, either purchased (regardless of source of funds) or gifts, is University property and must be kept in its proper inventory location. Each unit (college, department, office, etc.) is provided with a printout of equipment assigned to it, and a designated person must be held responsible for the equipment, and the accuracy of the inventory records.

No equipment is to be moved from its assigned inventory location, except under the following conditions:

Loans and Transfers: Loans and transfers may be arranged with the responsible person, and must be recorded on forms available in the Property Control Section of the Business Office. Copies of the loan-transfer form are to be filed in the originating office, the receiving location, and in Property Control. No piece of equipment is to be moved by anyone until this form has been completed and filed. No equipment is to be loaned for personal use of a staff member.

Disposal: Disposal of worn or obsolete University-owned equipment requires approval by an inspector from the State Property Control Office, and such equipment is not to be removed from its inventory location until written authorization is received and proper forms filed in Property Control.

Trade-ins: When equipment is traded in on new equipment, the inventory tag number must be shown on the requisition and on the purchase order.

Work Requirements: When performance of duties requires use of equipment (such as cameras, projectors, etc.) away from assigned inventory location, this equipment may be moved as need arises.

Identification

Inventory tags must be attached to every piece of University-owned equipment, and are not to be removed except by Property Control personnel.

Any person who moves equipment from one location to another must provide proper identification. In case of doubt, immediate contact should be made with Property Control.

Security

All equipment must be properly secured at all times. Locking devices for desk-mounted equipment are available without charge from the office of Public Safety.

NOTE: For information about University equipment contact Property Control, Room 225 Sherman Hall, tel. 298-1696.

BUILDING USAGE SCHEDULES AND REGULATIONS

Building Hours and Usage

All buildings, except as noted, will be opened at 7:00 a.m. and closed at 6:00 p.m., Monday through Friday. At all other times buildings will be secured except when room clearances have been obtained.

Exceptions: A. Memorial Library - Tentative library hours, Fall, Winter, Spring Quarters, 1975-76:

Archives & Special Collections:

Monday - Friday	8:00 a.m. - 12:00 noon
	12:30 p.m. - 5:00 p.m.
Saturday & Sunday	CLOSED

Circulation Department:

Sunday	2:00 p.m. - 12:00 midnight
Monday - Thursday	7:45 a.m. - 12:00 midnight
Friday	7:45 a.m. - 10:00 p.m.
Saturday	8:45 a.m. - 5:00 p.m.

Documents & Legal Reference Department:

Sunday	2:00 p.m. - 10:00 p.m.
Monday - Thursday	7:45 a.m. - 10:00 p.m.
Friday	7:45 a.m. - 5:00 p.m.
	7:00 p.m. - 10:00 p.m.
Saturday	1:00 p.m. - 5:00 p.m.

Professional reference service is available Monday through Friday 7:45 a.m. - 4:30 p.m.; at other times upon request.

Periodicals Department:

Sunday	2:00 p.m. - 12:00 midnight
Monday - Thursday	7:45 a.m. - 12:00 midnight
Friday	7:45 a.m. - 10:00 p.m.
Saturday	8:45 a.m. - 5:00 p.m.

Professional reference service is available 8:00 a.m. - 12:00 noon and 1:00 p.m. - 4:00 p.m. on Monday through Friday and 6:30 p.m. - 10:00 p.m. on Monday through Wednesday.

Building Hours and Usage (continued)

Reference Department:

Sunday	2:00 p.m. - 12:00 midnight
Monday - Thursday	7:45 a.m. - 12:00 midnight
Friday	7:45 a.m. - 10:00 p.m.
Saturday	8:45 a.m. - 5:00 p.m.

Professional reference service is available 2:00 p.m. - 10:00 p.m. on Sunday, 8:00 a.m. - 5:00 p.m. and 6:30 p.m. - 10:00 p.m. Monday through Thursday, and 8:00 a.m. - 5:00 p.m. on Friday.

Reserve Book Room:

Sunday	2:00 p.m. - 10:00 p.m.
Monday - Friday	7:45 a.m. - 10:00 p.m.
Saturday	8:45 a.m. - 5:00 p.m.

Music Library:
The Music Library is located in room 204 of Browne Hall. This collection consists primarily of scores and records of Western art music, and materials for use in Music Education. There are listening stations where records and tapes may be used. Hours are limited and are posted on the door every quarter. The use of this facility currently is restricted primarily to music faculty and students. However, other University faculty may check out materials subject to certain limitations. (Books on music and musicians are found in the Memorial Library.)

The Library is closed on holidays and weekends between terms. On weekdays between terms, other than holidays, and including Registration days, the hours are 8:00 a.m. - 12:00 noon; 1:00 p.m. - 5:00 p.m.

B. Curriculum Laboratory, College of Education, Horrabin Hall

Monday - Thursday	8:00 a.m. - 5:00 p.m.; 7:00 p.m. - 9:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.

C. There will be a separate schedule of hours for the University Union.

Building Hours and Usage (continued)

D. Classroom buildings will have an additional schedule of evening hours to take care of evening classes, and possible overflow activity from the University Union.

E. There will be a separate schedule of hours for Western Hall.

F. Open study areas will be provided for students on the first floor of Morgan Hall and in the Currens Hall Reading Room in evening hours as posted.

G. Public lounges in the University Union may be occasionally scheduled for class meetings. Requests for space for occasional class meetings must be submitted to the office of the Director of the University Union, and rooms and lounges assigned subject to availability and space.

H. Other buildings will be open by special arrangement to meet class schedules and provide recreational facilities. (See "Scheduling of Facilities" below.)

The schedule of closing applies to students except as modified below. The faculty, using their own keys, may use their own offices, laboratories, etc., without time restriction.

After-hour and week-end use of laboratories and conference rooms are to be scheduled by appropriate departments under whose jurisdiction they fall. Faculty members are to supervise the activities, and lock and unlock rooms and building doors. The departments will notify both the custodial staff and the Public Safety Office when facilities are to be used outside regular hours.

Faculty members, who wish to remain in their offices or laboratories after 11:00 p.m., should insure that the premises are secured when they vacate the building.

To avoid loss or use of equipment and facilities by unauthorized persons, please close windows, turn off lights, and lock all doors when leaving the premises.

Responsibilities for Space Allocation

The following guidelines shall apply in the handling of all problems of space allocation and reallocation (except for the University Union and the Bond Revenue buildings which are administered by the Director of Residential Facilities):--

1. The University agencies with space allocation responsibilities are:

   Associate Registrar
   Space Allocation Committee
   Campus Planning and Usage Council

2. All requests, change reports and inquiries concerning the allocation of space should be directed to the Associate Registrar, who is the responsible officer for the proper assignment of all classrooms, laboratories, offices and other University facilities except those excluded above. He will maintain a current record of University space assignments, being assisted by the Office of Institutional Research and Planning. He will handle requests and inquiries in accordance with these guidelines and will inform the concerned offices of the outcome.

3. Each operational unit of the University may rearrange the space assigned to it at its own discretion, provided that no structural changes or changes in function are involved. Such rearrangements must be reported to the Associate Registrar so that the University space inventory may be updated.

4. Proposals to change the function of assigned space (office to classroom, laboratory to office, etc.), or to transfer or exchange space between departments and other operating units, must be approved in advance by the Associate Registrar to insure that they are not at cross-purposes with other University space planning. Proposed conversions, transfers, and exchanges which require structural changes in facilities must also be approved by the Facilities Planning Director.

5. The Associate Registrar has authority to assign classroom space in order to optimize use of the instructional plant. Traditional patterns of classroom usage will be taken into account in such assignments, but they will not necessarily be controlling.

6. All inquiries and requests which the Associate Registrar cannot resolve on the basis of established guidelines will be referred by him to the Space Allocation Committee.

7. The Space Allocation Committee has authority to explore and negotiate space realignments, consulting with the affected department heads, deans and other administrative personnel. Solutions to space allocation questions which can be reached by this method, with the concurrence of all concerned, will be reported to the Campus Planning and Usage Council for information and to the Associate Registrar for implementation.

8. Questions of space allocation which cannot be resolved by the foregoing procedures will be referred by the Space Allocation Committee to the Campus Planning and Usage Council. Appeals from decisions made under the foregoing procedures may also be taken to the Council. This group will prepare recommendations, or alternative recommendations, for the President.

9. Requests for the temporary use of space for meetings, conferences, etc., should be directed to the offices having activity scheduling responsibilities. See Scheduling Procedure for Temporary Space Assignment, this section.

Approved: President, 11/8/73
Effective: 12/1/73

Scheduling Procedure for Temporary Space Assignment

1. All events and activities on the Western Illinois University campus, sponsored by University and/or University affiliated groups, are to be scheduled with the proper office:

University Union	Activities Scheduling Office University Union (298-1541)
Western Hall	Dean of the College of Health, Physical Education and Recreation, 234 Western Hall (298-1548)
Playing fields	Intramural Office - Men (298-1228)

Western Hall Swimming Pool and Horrabin Hall Swimming Pool	Aquatics Director, 225 Western Hall (298-1432 or 298-1252)
Hanson Field and Baseball Diamond	Director of Intercollegiate Athletics for Men (298-1106 or 298-1190)
Brophy Hall including Brophy Hall Swimming Pool	Chairman, Department of Physical Education for Women, 221 Brophy Hall (298-1984)
Browne Hall Theatre, Simpkins Hall Theatre and Horrabin Hall Theatre	Dean, College of Fine Arts, 204 Sallee Hall (298-1552)
Horrabin Hall Gymnasium, Monday - Thursday, 3:30 p.m. - 11:00 p.m.; Friday, 3:30 p.m. - 1:45 a.m. Saturday, 8:00 a.m. - 1:45 a.m. Sunday, 8:00 a.m. - 11:00 p.m. Simpkins Gymnasium, Monday - Friday, 5:00 p.m. - 11:00 p.m. Saturday & Sunday, 8:00 a.m. - 11:00 p.m.	Intramural Office - Men, 105 Western Hall (298-1228 or 295-4678)
Other Campus Buildings (Weekdays, 8:00 a.m. - 5:00 p.m.)	Registrar's Office (298-1891)
Other Campus Buildings (Weekdays after 5:00 p.m. and Saturdays and Sundays)	Scheduling Office, Planning and Development, 200 Sherman Hall (298-1861)
Other Outdoor Areas on Campus	Scheduling Office, Planning and Development, 200 Sherman Hall (298-1861)

2. All events and activities, other than conferences, on the Western Illinois University campus, except those in the University Union, sponsored by an outside group, or community-wide organization, must be scheduled through the Scheduling Office, Planning and Development.

3. All non-credit activities of the University (conferences, workshops), either on or off campus, excepting those of a non-educational social nature, are to be coordinated by the Director of Non-Credit

Conferences and Workshops. This office gives prior approval for the program, budget, registration fees, facilities and other administrative details before the activity is formally planned and advertised.

4. No service agency of the University (Physical Plant, Food Services, News Bureau, etc.) should undertake to provide facilities, equipment, or services for any activity until it has been properly scheduled.

Policy Concerning the Scheduling and Use of Western Hall

1. College of Health, Physical Education and Recreation (including Athletic Department), Bureau of Cultural Affairs, College of Fine Arts, and University Union Board are given the exclusive right to schedule Western Hall as a programming facility with the exceptions of Commencement and registration.

2. All programming and use of Western Hall must be sponsored or co-sponsored by one of the bodies mentioned above, except as noted.

3. Each of the aforementioned bodies has its specialized area of programming and must confine its use of Western Hall to this area. The co-sponsorship of events must also be confined to these specialized areas of jurisdiction. Except in unusual circumstances where the type of programming does not fall into these three specified areas of jurisdiction, the Committee on Programming and Scheduling will decide matters of jurisdiction and approval.

a. The College of Health, Physical Education and Recreation will be responsible for the sponsorship of all athletic events, intramural sports, use of Western Hall as a classroom building (academic activities) and events sponsored by academic departments not falling under the jurisdiction of Bureau of Cultural Affairs or University Union Board.

b. College of Fine Arts and the Bureau of Cultural Affairs will be responsible for providing the cultural attractions such as symphonies, "cultural dances," drama, classical soloists, lecturers, etc. in accordance with past practice.

c. University Union Board will be responsible for the presentation of popular entertainment such as rock attractions, rock plays, pop artists, country artists, circuses, movies, etc. in accordance with past practice.

4. The Scheduling of Western Hall is to be done through the Office of the Dean of Health, Physical Education and Recreation.

Committee on Programming and Scheduling

1. The Committee shall consist of the following membership:

   Assistant to VP for Student Affairs (Activities Programs and University Union)
   Chairman of the Bureau of Cultural Affairs
   Chairman of Popular Concerts Committee of University Union Board
   Dean, College of Fine Arts
   Dean, College of Health, Physical Education and Recreation
   Performing Arts Advisor, University Union
   Student Government President
   Union Board President
   Vice President for Student Affairs (chairman)
   Vice President for Planning and Development

2. The duties of this Committee are:

   a. To review all programming of a co-sponsorship nature or where conflicts in the use of one physical facility arise or where major conflicts arise not in terms of conflicting use of the same place but because of competing activities. Special emphasis and study should be given to commercial co-sponsorship with campus organizations.

   b. To decide whether and/or which group will be allowed to program an activity when the area of programming does not fall into one of the following specified areas of jurisdiction: College of Health, Physical Education and Recreation; Bureau of Cultural Affairs; University Union Board; College of Fine Arts.

   c. To act as a final appeals board in jurisdictional responsibilities between the four groups listed in (b) above.

   d. To meet periodically to review major problems involving activity scheduling of University facilities.

3. An operating sub-committee shall consist of the following membership:

Assistant to VP for Student Affairs (Activities Programs and University Union) (chairman)
Chairman of Bureau of Cultural Affairs
Chairman of Popular Concerts Committee of University Union Board
Dean, College of Health, Physical Education and Recreation (or his designee)
Dean, College of Fine Arts (or his designee)

4. This sub-committee will handle all the major day-to-day problems of operation.

Master Activities Calendar

The Master Activities Calendar Committee maintains a master calendar for the convenience of the entire University community and assists in scheduling procedures and priorities. Scheduling conflicts, which cannot be resolved by this committee, will be referred to the Committee on Programming and Scheduling. (See p. 8 of this section.)

Information and dates for all planned programs--recitals, speakers, concerts, etc.--are to be reported to the Student Activities Office, University Union (298-1936) where the University Master Activities Calendar is maintained. Events reported prior to July 15 will be included in the University Calendar which is distributed annually in September.

Food Service

Food service for faculty and student organizations should be arranged through the Assistant to the Director of the University Union.

Food service for non-University groups, except those in the University Union, should be arranged through the Continuing Education Office.

Programs in University Facilities

In general, the University schedules all its programs on the basis of the following criteria:

1. The program is of an educational nature.

2. The program is sponsored by a responsible, recognized University or faculty group. These groups include:

   a. Colleges, departments, and administrative offices of the University.

   b. National, learned, professional, and honorary societies.

   c. Established clubs composed of faculty members and/or their wives.

   d. Recognized student clubs and organizations.

   e. Individual students working on classroom projects with written faculty approval.

3. The programs do not interfere with the regular work of the University or any department.

Exceptions may be made to the second group of criteria listed above only in the case of community-wide organizations. These groups must, of course, meet the other two criteria.

All requests for facilities and arrangements (other than in the University Union) must be submitted in writing to the Scheduling Office, Planning and Development, with sufficient time allowance for proper preparation. For example, a speaking engagement may require only three or four days to arrange; but a complex musical production might demand two (2) weeks or more advance notice. Each request should include detailed information about the program (speaker, music, etc.), expected audience, size, time of event, anticipated needs for public address system, parking, and traffic control.

REPAIRS, MAINTENANCE, AND BUILDING PROGRAMS

Repairs and Maintenance

The Physical Plant department is responsible for all maintenance on campus, except office machine repairs. These areas are:

Building Maintenance:	Painting, locks, door closures, ceiling tile, floor tile, clocks, electric outlets, other electrical problems, etc.
Mechanical Maintenance:	Air-conditioning, heating, ventilation, refrigeration, kitchen equipment, distilled water, plumbing, etc.
Janitorial Maintenance:	Cleaning of building, moving equipment, cleanup and setup for special events on campus.
Grounds Maintenance:	Lawn mowing, campus cleanup, tree planting, road repairs, parking lot repairs, signs, moving and hauling, snow removal, etc.

Services for maintenance-type repairs may be obtained by submitting a Service Request to the Physical Plant office. The request should list the building, room number, and description (as specific as possible) of service required. Two copies (white and green) of the Service Request, signed by the department chairman, are to be submitted; the third (pink) copy is to be retained. The Physical Plant will return the green copy to the originator when a Work Order number is assigned, and will also forward a completed Work Order upon completion of the project. Normally, about 14 working days are required for completion.

Requests for emergency service repairs may be telephoned to the Physical Plant office (298-1834), 7:00 a.m. to 5:00 p.m., Monday through Friday. Between 5:00 p.m. and 7:00 a.m. and on weekends, requests for emergency repairs are to be phoned to the office of Public Safety (298-1949). All phone requests must be followed up with a written Service Request which includes reference to the previous telephone contact.

Information on the status of a Service Request or Work Order, such as estimated date of completion, parts requirements, etc., may be obtained from the Physical Plant Work Order Control Center (298-1834). Please refer to the Work Order number when making inquiries on a project.

Requests for renovation or construction projects are to be submitted to the Director of the Physical Plant with a carbon copy to the Director of Facilities Planning. (Do not use Service Request forms.) These requests must be approved by the department chairman prior to submission.

Keys

All keys are issued by the Office of Public Safety.

To obtain keys, a Service Request, signed by the department chairman, is to be forwarded to the Public Safety office and must contain the following information:

Name of building, key number (if available), and room number.
Number of keys needed.
Name or names of persons for whom keys are ordered.
Statement from department chairman showing job-related need for key (new employee, replacement of key, etc.).
Signature of department chairman or authorized personnel. If two departments are involved, signatures of both department chairmen are required.

The Public Safety office will notify the department when a key is ready. The staff member must pick up the key in person and sign for it. When a staff member leaves University employment, all keys must be returned to the Public Safety office.

Replacements for lost or stolen keys may be obtained by following the procedure outlined above. There will be a charge of $3.00 per key for replacements.

Only full-time employees are eligible for keys, and under no circumstances will the Public Safety office issue keys to students or temporary employees. In rare cases where a department chairman feels that a student or temporary employee has need for a key, he may order, sign for, and issue it to the individual; however, the department chairman is charged with the key and will be held responsible for its use and return.

PARKING PERMITS AND REGULATIONS

A complete copy of the Parking and Traffic Regulations for the University may be obtained from the Public Safety Office, in Mowbray Hall, across Murray Street from the University Union.

Every person who is employed at Western Illinois University, and who parks a motor vehicle on campus, must register the vehicle through Public Safety.

Applications for parking permits should be addressed to the Public Safety Office. Permits are valid for one year, September 1 to August 31. Annual fee for a parking permit in a faculty-staff zone is listed in the regulations.

HEALTH AND SAFETY POLICIES

Smoking

1. Smoking is permitted in all public areas such as hallways, stairwells, lounges, bathrooms, etc. providing proper receptacles have been installed for such use.

2. Smoking in offices, reception areas, conference rooms, study lounges, and residence hall rooms is permitted providing proper receptacles are present for such use.

3. Smoking in auditoriums, gymnasiums, classrooms, laboratories and similar large group meeting places is prohibited.

4. Smoking in areas designated "NO SMOKING" is prohibited at all times. These areas must be established with the concurrence of the Director of Public Safety.

Animals Prohibited

Health and safety considerations require that pet animals of all species, whether domesticated or not, be prohibited from buildings and that they also be excluded from University grounds when left unattended. Exceptions to this policy must be authorized by the Office of Public Safety. University sponsored research involving animals which are kept in authorized locations is not affected by this policy.

POLICY ON RESIDENCE FOR PRESIDENTS (WHEN UNIVERSITY-OWNED)

The residence is subject to the personal control of the president and spouse.

Entertainment and functions held in the president's residence must be under the auspices of the president and spouse.

Adopted: Board of Governors of State Colleges and Universities
January 16, 1969

PROCEDURE FOR OBTAINING EQUIPMENT AND SUPPLIES

Purchasing Procedures

All purchasing for the University will be done by the Purchasing Department of the Business Office in accordance with the laws of the State of Illinois and the purchasing policies of the Board of Governors of State Colleges and Universities.

As a State institution we are not permitted to secure quotations or to order items for the personal use of staff members. Neither the services of University employees nor stationery should be used in such personal transactions.

Commodities, Contractual Services, and Equipment

Requests for the purchase of commodities, equipment, and services are to be submitted to the Business Office on requisition forms. Forms are to be made out using Department Name and Account Number, itemized list or detailed description of purchase requested, estimated total amount, and three suggested vendors (if available). Requisitions must be signed by the department chairman and the appropriate dean before being forwarded to the Business Office.

Purchases under $25.00 may be made without going through the Purchasing Office if approved by the department chairman. Payment is made by attaching the ORIGINAL INVOICE to a completed requisition form and submitting through normal channels.

After materials are received or services are performed, it is the responsibility of the requisitioning department to authorize payment by signing the Department Receiving Report within five (5) days after delivery has been made. If there is a problem with the order; i.e., damaged merchandise, wrong item shipped, etc., the Purchasing Office must be notified within the aforementioned 5 days or the order will be scheduled for payment.

Emergency Purchases

Emergency purchases in excess of $25.00 may be made under the following conditions:

a. Obtain, in advance, from the Purchasing Office an approval form which indicates the department to be

charged, the nature of the purchase, the vendor, and amount.

b. When the invoice or billing is received from the previously approved vendor, attach this invoice along with the approval form to a completed requisition and submit through normal channels.

Office Supplies Stores

Requests for office supplies (office and schoolroom supplies such as paper, pencils, etc.) are to be submitted to the Business Office on regular requisition forms signed by the department chairman and dean. Charge to line item "Commodities" and indicate "Office Supplies Stores" in the vendor column. These requisitions are to be submitted the first week in each term, and the orders will be filled from stock. A list of stock items may be obtained from Office Supplies Stores. Office supplies ordered on quarterly requisitions will be delivered to offices. Mid-quarter deliveries may be arranged subject to availability of staff and equipment.

Emergency office supplies may be obtained by a requisition signed by the department chairman, dean, and approved by the Business Office, and may be picked up at Office Supplies Stores, located in the Physical Plant Building, by a departmental staff member.

Specialized office supply items, which are not stocked in Office Supplies Stores, should be requisitioned through normal purchasing channels.

Small emergency purchases of items not stocked in Office Supplies Stores should be made in the same manner as any other commodities.

Letterheads and Printed Materials

Letterheads, envelopes and other printed matter should be ordered according to the procedure outlined in Section VII-e. Also, see Section VI for information on standardized letterheads, envelopes, and memo forms.

Standard envelopes with University return, but without department designation or postage charge number, are available from Office Supplies Stores.

Procedures for Securing Office Supplies for Agency Accounts

Requisitioning to be done on the Organization Requisition form (5 part form). The requisitioning Agency to fill out the requisition, using the current Office Supplies Stores Catalog. The pink copy is for the requisitioning Agency files. Office Supplies Stores will fill the order and return the blue copy of the requisition to the requisitioning Agency. This blue copy will serve as the packing slip and the invoice from Stores and will be stamped accordingly. Agency and trust accounts will use this invoice to prepare the request for warrant form in the usual manner.

Miscellaneous Supplies

The following supplies may be obtained in the offices indicated:

Academic Personnel Office

Authorization to invite candidates for interviews
Sick leave request
Vacation request

Auxiliary Services Office

Departmental Requisition for University Vehicle
Request for Duplicated Material
Request for Printed Material

Business Office

Request for absence from campus

Office Supplies Stores

To be ordered on quarterly requisition, no charge:
Agency Requisition Forms
Printing Stores Printing Supplies Cash Purchase Requisition
Request for Trust Fund Checks
Requisition Forms
Travel Vouchers (Form C-10)
Invoice Voucher Forms (C-13)

Payroll Office - Sherman Hall 221

Civil Service leave, vacation, absence requests
Civil Service time cards

Physical Plant Department

Physical Plant Service Request

Purchase of Materials or Equipment from Staff

Such purchases shall be limited to unusual instances where the products are available under similar conditions from no other source. Approval shall be obtained from the Purchasing Office prior to purchase.

BUSINESS MACHINES MAINTENANCE

For the servicing of typewriters, call or write the Office Supplies Stores, tel. 298-1000.

Annual service agreements may be negotiated for certain equipment such as calculators, duplicating machines, and copying machines. Service contracts are secured by regular requisition submitted to the Purchasing Office and are charged to the appropriate department.

INSTRUCTIONAL MEDIA, SERVICES, AND EQUIPMENT

The Office of Instructional Technology works with faculty to devise effective instructional strategies as well as providing a diversity of technical assistance for all levels of the University's academic programs. Faculty members and students may contact a specific service area or the Director's office for further information and assistance. These services include:

Media Center (Library 427 - tel. 298-1880)

The chief purpose of the Center is to furnish instructional media and to provide consultative services to the entire University community. The Center serves the University as a distribution and rental agency for media resources and maintains and circulates a collection of films, filmstrips and recordings. Media catalogs and references are available for use at the Center's reference room, Memorial Library 427.

Students and student groups may request the use of the media collection and equipment in accordance with the Center's policies. Student teachers may borrow media for classroom use while student teaching but they may not request rental films.

Faculty may use the Center's equipment and media and request 16mm films from other sources for classroom use. Film rental fees are normally paid for by the Center, and not by the faculty or department.

Equipment available includes: cassette tape playback, filmstrip projectors and viewers, opaque projectors, overhead projectors, record players, screens, 2" x 2" slide projectors, tape recorders, 8mm and 16mm projectors.

The Media Center in cooperation with the Planning and Development office can provide media services for non-University organizations conducting meetings on and off campus if requested well in advance of time needed.

Instructional Television Services (Booking, Library 427 - tel. 298-1580; Office, Library 401 - tel. 298-1096; Studio, Library 435 - tel. 298-1104)

Facilities include the production of and distribution of live, taped, and filmed programming. Production activities include: complete courses, major portions of courses, lessons or parts of lessons which include demonstrations or presentation of materials and class or laboratory sessions. The distribution system includes most classrooms and some residential hall rooms which are connected by a closed circuit system to the playback room and taped library in Memorial Library. It permits retrieval

of material from the video taped library to a specific classroom at a specific time. The tape library includes selected broadcast programs and local productions.

In addition, for serving instructional needs the facilities are connected to the community antenna system. Unicom (298-1098), an evening community service program, is available over that system.

All activities indicated above furnish opportunities for students to gain television production skills, preparing them for placement in educational or commercial television.

Educational Radio - WIUM (Library 449 - tel. 298-1873)

Western operates a non-commercial FM radio station as a learning laboratory for students interested in broadcasting. Work experiences are offered in many aspects of production, programming, and station operation.

Programming includes general informational materials, educational programs, and a variety of musical programs. Special emphasis is given to interests of the University community.

WIUM-FM operates at 91.3 Megahertz from studios located on the fourth floor of Memorial Library.

Courses are listed under Learning Resources and Communication Arts and Sciences.

Visualization Center (Horrabin Hall 37 & 39 - tel. 298-1358)

The Visualization Center serves faculty in the preparation of visual materials for classroom instruction and communication.

These materials include:

1. Preparation of original material by student and professional graphic artists.
2. Copy work from art prints, magazines, books, filmstrips, or 2 x 2 slides.
3. Overhead transparencies, including overlays.
4. Television slides and studio cards.
5. Charts, graphs, etc.
6. Lettering visual material.

UNIVERSITY EQUIPMENT

According to the State Property Control Act, all equipment, either purchased (regardless of source of funds) or gifts, is University property and must be kept in its proper inventory location. Each unit (college, department, office, etc.) is provided with a printout of equipment assigned to it, and a designated person must be held responsible for the equipment, and the accuracy of the inventory records.

No equipment is to be moved from its assigned inventory location, except under the following conditions:

Loans and Transfers: Loans and transfers may be arranged with the responsible person, and must be recorded on forms available in the Property Control Section of the Business Office. Copies of the loan-transfer form are to be filed in the originating office, the receiving location, and in Property Control. No piece of equipment is to be moved by anyone until this form has been completed and filed. No equipment is to be loaned for personal use of a staff member.

Disposal: Disposal of worn or obsolete University-owned equipment requires approval by an inspector from the State Property Control Office, and such equipment is not to be removed from its inventory location until written authorization is received and proper forms filed in Property Control.

Trade-ins: When equipment is traded in on new equipment, the inventory tag number must be shown on the requisition and on the purchase order.

Work Requirements: When performance of duties requires use of equipment (such as cameras, projectors, etc.) away from assigned inventory location, this equipment may be moved as need arises.

Identification

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Any person who moves equipment from one location to another must provide proper identification. In case of doubt, immediate contact should be made with Property Control.

Security

All equipment must be properly secured at all times. Locking devices for desk-mounted equipment are available without charge from the office of Public Safety.

NOTE: For information about University equipment contact Property Control, Room 225 Sherman Hall, tel. 298-1696.

FREIGHT AND EXPRESS POLICY

All departments and trust and agency accounts must ship all outgoing freight through Central Receiving, where shipment will be logged. Trust and agency accounts will be logged separately from other departments. Any freight expense billing will be forwarded to the area involved by the Purchasing Department, and payment must be made by that area within seven (7) days directly to the Carrier. This is required by law dictated by the Interstate Commerce Commission. A copy of all payments made showing amount, date, Pro number, and check number shall be sent to Purchasing Office when payment is made. Failure to comply with the above procedure will result in refusal of shipments at Central Receiving.

In order to prepay any materials leaving the campus or accept "collect" charges on incoming shipments, it will be necessary to obtain prior approval from your department or account sponsor. Failure to do so will result in the charges being assessed against the person involved. A phone call to Central Receiving (298-1107) will result in freight being picked up for shipment. Please have a service request prepared in duplicate when pickup is made. This request should include amount of insurance, if any; complete address (including street and number); and budget account number.

It is suggested that, where possible, United Parcel Service be used instead of REA Express. This suggestion is based on the service factor as well as on the ease-of-billing factor.

All incoming freight "collect" shipments must be logged by Central Receiving, and freight charges will ultimately be paid by the Department placing the order from its own budget. Please note the following exceptions:

a. Personal orders addressed to individuals and shipments where an order number is not shown will be refused by Central Receiving, and the Carrier informed to deliver to the person directly involved for payment or receipt.

b. When vendors ship collect and have quoted F.O.B. Macomb, Illinois, as shown on the Purchase Order, Central Receiving shall note on the bill "FREIGHT CHARGES REFUSED - VENDOR TO PAY" and the Carrier will notify his own billing department.

CONTRACTUAL EXPENSES

Conference or Recruitment Rooms

Payment for hotel conference, hospitality, or recruitment rooms (but not overnight accommodations) may be requisitioned from contractual services, subject to approval by the appropriate dean and the availability of departmental funds.

Expenses for Visitors to Campus

Expenses for visitors at departmental expense is limited to persons who are on campus for benefit of the University and should take place in the University Union, if possible. Such entertainment is subject to advance approval by the appropriate dean.

Interview Expenses for Candidates

Department funds may be expended for one luncheon to include the candidate and spouse, department chairman, and a maximum of four additional members of the department (personnel committee); and one dinner to include the candidate and spouse, the department chairman and spouse, and one other faculty member and spouse. Total expenditures should not exceed those authorized for meals under the Travel regulations (lunch $15.75, dinner $36.00), and reasonable limits per meal should be followed. Any expenses will require approval of the appropriate dean. Use of the Lincoln Room for the luncheon should be encouraged.

Student Organizations

No payment for meals of student organizations will be authorized from appropriated funds.

Institutional Memberships

State funds may be used for membership fees in organizations from which the programs and operations of the University directly benefit. As a general policy, State funds may not be used for personal memberships in professional organizations. Any use of State funds for membership fees in organizations requires the approval of the appropriate Vice President or the President.

OFFICIAL UNIVERSITY STATIONERY AND ENVELOPES

The following policy regarding official University stationery will be followed in order to project a unified, consistent image of the University, to conserve resources, and to save time:

1. The Director of Publications will be the approving agent for all official University stationery.

2. No agency of the University is permitted to use any other permanent stationery carrying the name of the University even if printed off-campus and paid for from agency accounts or personal funds.

3. Twenty-five per cent rag content WIU watermark paper will be used for all letterhead stationery.

4. Two sizes of letterhead stationery will be permitted: $8\frac{1}{2}$ x 11 and $7\frac{1}{4}$ x $10\frac{1}{2}$. Two envelope sizes will be permitted: #10 and #$7\frac{1}{4}$.

5. A coordinated family of type, as determined by the Director of Publications, will be used on all official letterhead stationery.

6. All type will be printed in WIU purple. Sherman Hall tower will be printed in offset gold.

7. Major divisions of the University will be superimposed on the tower with subordinate agencies just below the tower. The official list of office designations (on file with the Director of Publications) will be the only designations permitted on the stationery. The use of location designations and telephone numbers is permitted only on the bottom one-fourth inch of the stationery if desired by the agency.

8. Printing of letterheads on onionskin is discouraged. It will be permitted only when substantial numbers of carbons are used for off-campus distribution.

9. Use of letterhead stationery is discouraged for on-campus use. Exceptions would include official letters concerning promotion, congratulations, etc.

10. Standard memo forms will be printed in black ink on sulphite without the use of the heading "SUBJECT". There will be no printed identification of offices, agencies, or areas.

11. Small memo forms for handwritten notes will be printed in black ink on standard one-fourth sheet size sulphite. These small memo forms may be personalized.

12. Printing on envelopes will include, in addition to the return address, the postage charge number.

13. Letterhead stationery, envelopes, and memo forms will be printed once a month only.

14. Exceptions to this policy for activities requiring distinctive stationery may be granted only on appeal to the Vice President for University Relations.

UNIVERSITY HEALTH SERVICES

The Out-patient Clinic is open throughout the year Monday through Friday, 8:00 a.m. - 4:30 p.m., and, except during summer school, Saturday 9:00 a.m. - 12:00 Noon by appointment. The Infirmary (overnight service) is staffed twenty-four hours daily during the regular school year.

University students are the primary concern of the Health Service. They are offered a program of medical care which includes consultations, physical therapy, and infirmary care. Whenever necessary, students will be evaluated for their physical education program. All varsity athletes are given physical examinations prior to qualifying for competition.

Faculty and employees receive a thorough physical examination before they are permanently employed. All job-connected injuries should be reported to the Health Service promptly, and in the most practical manner. (See Section VII-c.) The Health Service will render emergency care, whenever possible, to anyone on campus. Beyond this, faculty and employees, and their dependents, are not entitled to any medical services.

Students who have missed some classes will frequently ask for a "medical absence slip." The Health Service does not issue such excuses. Students are personally responsible for explaining brief absences to each of their instructors. If a student is admitted to the Infirmary or referred to a hospital, this is promptly reported to the Assistant Dean for Student Personnel Services.

Non-University related individuals needing medical attention while on campus are referred to tne McDonough District Hospital or Macomb community physicians.

INSURANCE AND COMPENSATION BENEFITS

Health and Hospital Insurance

The State of Illinois provides each employee with a plan of health and hospital insurance protection. There is no cost to the employee for this coverage.

The employee may elect to provide one of three different levels of health insurance benefits for his dependents. The cost of dependent coverage may be paid through payroll deduction. However, if the University employee is not in pay status in order that a payroll deduction may be made for optional coverages under the State Health Insurance, State Term Life Insurance or Northwestern Term Life Insurance plans, it is the employee's responsibility to make this payment in the Insurance Office, 103 Sherman Hall, no later than the third working day of the following month. The employee will not be contacted to make this payment.

The plans of State of Illinois sponsored health and hospital insurance are described in the booklet entitled, Your Illinois State Employees Group Insurance Program, which is available in the Insurance Office, 103 Sherman Hall, or the Civil Service Personnel Office, 227 Sherman Hall.

Life Insurance

As a part of the Illinois State Group Insurance Program, each employee of the University will have paid for him by the State of Illinois an amount of term life insurance equal to one-half of his basic annual salary. The employee may elect options that will provide additional term life insurance for himself, his spouse, and dependent children.

Another group term life insurance program with excellent premium rates is available for employees, and may include spouse and children. If purchased within the first 90 days of employment, you can buy on a guaranteed issue basis (without medical examination or other evidence of insurability). The State of Illinois does not contribute to this life insurance program. Information and enrollment forms are available in Room 103, Sherman Hall.

Additional life insurance is available to members of the WIU Credit Union. Information on membership and enrollment forms are available in the Credit Union Office located in the old Public Safety Building on Monday, Wednesday and Friday from 1:00-5:00 p.m.

Unemployment Compensation and Workmen's Compensation

Unemployment Compensation and Workmen's Compensation claims, as provided by law, are handled by the appropriate personnel office. See Section VII-c.

ACCIDENTS ON THE JOB

In case of injury, however slight, while you are engaged in university work:

1. If Civil Service personnel, notify the Civil Service Personnel Office and your supervisor immediately.

2. If academic personnel, notify the Academic Personnel Office, your dean, and your department chairman immediately.

3. Report to the University Health Service for treatment and completion of an accident report. (A copy of this report will be forwarded to the appropriate personnel officer by the University Physician.)

4. Treatment by a private physician, except in cases of emergency, may be at the individual's own expense. Please check with the University Health Service before any such arrangements are made.

This procedure will safeguard your interests under the Illinois Workmen's Compensation Law* and other programs. Failure to report may affect your right to compensation for time lost, or reimbursement for expenses incurred.

In case of any question, call the appropriate personnel office.

(*To be eligible for Workmen's Compensation, an accident must be reported within forty-five days, except in the case of hernia which must be reported within fifteen days.)

Second-Class: Eight cents for the first two ounces, two cents for each additional ounce.

Third-Class: Ten cents for the first two ounces and eight cents for each additional two ounces or fraction of an ounce.

Fourth-Class: Parcel post packages by weight and zone.

Books: Eighteen cents for the first pound and eight cents for each additional pound or fraction of a pound.

Special Delivery: Sixty cents plus regular postage.

Parcel Post: According to weight and destination.

Packages

Packages will be wrapped at the University Post Office. Wrapping and mailing of packages is limited to University business only.

Non-acceptable Mail

Off-campus organizations and business houses should not place mail in the University Post Office for distribution. Such mail will be accepted only if received through the U.S. Postal Service.

Students are not allowed to send mail to other students via campus mail.

University stationery and postage are not to be used for personal mail.

All intra-University mail must show the name of the sender[1] and the name and address (office, department or building room number) of the addressee. All other mail must have a return address and the appropriate postage. Mail which does not meet these requirements will not be handled by the mail service.

Personal Mail

Because of the heavy volume of University mail, staff members are urged to have personal mail, particularly non-professional magazines and packages, sent to their home addresses. The amount of mail handled in the University Post Office can be particularly

[1]Exception: A mailed ballot may be marked "Ballot."

troublesome during the Christmas season. Personal mail is more efficiently and safely administered if sent to your home address.

Personal Postage and Postal Services

Postage for personal use may be purchased, and letters and packages mailed from the automatic postal unit located north of the University Union.

Forwarding Addresses

Persons who discontinue employment at the University, should leave their new addresses at their departmental office in order that first-class mail may be forwarded. The University will not be responsible for forwarding other classes of mail.

Staff members on leave from the University during the summer or for an extended time during the academic year should also arrange with their departmental office to have first-class mail forwarded during their absence.

Telephone Service

Inquiries concerning University telephone service, including requests for change of service, should be directed to the Auxiliary Services Office (Sherman 308 - Extension 298-1988).

All long distance telephone calls which are to be paid by the University must receive prior approval from the department chairman, or director, who will keep a log of long distance telephone calls. Staff members will be required to reimburse the University for any calls that do not appear on the approved log. Collect calls cannot be accepted, and toll charges from a third phone station cannot be charged to the University unless prior arrangements are made with the Director of Auxiliary Services.

The University provides telephone directories free of charge to faculty and staff employees.

Telecommunications Equipment

All telecommunications equipment (telephones, WATS, mobile radio systems, leased radio and video line facilities) must be purchased and paid for by the Telecommunication Commission of the State General Services Division in Springfield. All on-campus requests and communications for telecommunications equipment will be handled through the Office of Auxiliary Services.

PRINTING AND DUPLICATING SERVICES

Printing and Publications

The following procedures will be followed for all printing(*):

a. Department will prepare a regular University requisition which, along with specimens, copy and suggested photographs, should be submitted to the University Publications office where an estimate will be prepared.

b. The requisition, with the estimate, will be forwarded to the Business Office where it will be numbered and the amount of the encumbrance recorded against the department's contractual services budget. (If adequate funds are not available, the requisition will be returned to the department.)

c. The requisition will be returned to the University Publications office and, together with copy and layout, forwarded to Printing Services.

d. If publications are to be printed off campus, the department requisition and specifications for quotations from other printers will be forwarded from University Publications to the Business (Purchasing) Office.

e. When the work is completed, Printing Services will contact the departments. Printing Services will prepare a bill for the actual amount (with copy to the department), attach to the requisition, and forward to the Business Office for payment.

*Exceptions: Copy for the Channel, Staff-Stuff, University Calendar, and University Handbook will be sent directly to the Printing Services.

Duplicating Service

The Printing Services Department operates a quick copy duplicating service in Sherman Hall 100 for academic and administrative departments.

In many instances, copies can be duplicated within a few minutes. However, for larger jobs the following turn around time schedule is

used:

In at 10:00 a.m. --- Out at 2:00 p.m.
In at 2:00 p.m. --- Out at 4:00 p.m.
In at 4:00 p.m. --- Out at 10:00 a.m. (next day)

Collating and stapling large jobs may be arranged with the Director of Printing Services.

Departments will be billed for services rendered by the duplicating center; a schedule of prices is available in the center. If additional information is needed, call 298-1474.

Electronic Tape Typewriter Service (MT/ST)

To augment regular secretarial services, electronic tape typewriters and central recording equipment for dictation are available in Room J, Sherman Hall (298-1196) for appropriate University work.

Information about the service, which is available to all University departments, may be obtained from the Office of the Director of Auxiliary Services, through which work must be scheduled.

CLERICAL SERVICES

Within budgetary limitations the University provides clerical help to various offices upon the basis of need. The services of these employees are not restricted to the administrative persons in these offices, but should be made available to other members of the staffs involved whenever possible. Duties of Civil Service personnel are limited to University business only. These employees should not be asked to do personal work or perform unofficial errands.

Procedures for employing Civil Service personnel are as follows. To secure a new position (whether or not provided for in your budget), a reclassification of a present position, or a replacement for a previous incumbent--on either a permanent, full-time, part-time, temporary, extra help, or irregular basis-- a "Request for Civil Service Personnel" form must be obtained from the Civil Service Personnel Office, Sherman Hall, Room 227 (298-1868). This form must be completed by the supervisor requesting the position and then submitted for approval and signature to his supervising vice president. Upon approval from the supervising vice president, the form will be submitted for consideration to the Civil Service Employment Policies Committee. After C.S.E.P. approval, the form is forwarded to the Civil Service Personnel Office with authorization for that office to send applicants for the supervisor's interview. Vacancies reported in a "Request for Civil Service Personnel" must be filled from the Employment Register as it stands when the Request is received in the Personnel Office, unless the Register includes fewer than three available candidates.

ILLINOIS STATE UNIVERSITY LIBRARIES BORROWER'S CARD

The Council of Directors of State University Libraries of Illinois has authorized a state-wide borrower's card so that graduate students and faculty currently enrolled or teaching at any of the State Universities of Illinois may borrow library resources from any other state university library in Illinois.

The cards are available at the Office of the Director of Libraries (third floor of Memorial Library). In addition to this card, all borrowers are required to present a currently valid ID card, or other valid identification from the University. A complete statement of the regulations governing the use of the cards and the lending policies of the other twelve Illinois State University Libraries are also available in the Director's Office.

STAFF MEMBERS - EXTRA DUTIES

Payment to Staff Members for Incidental Extra Duties

Such payment is to be limited to activities and functions that will serve the best interests of the university. Such "extra duty" must be performed at a time that will not in any way interfere with the contract reponsibilities of the employee, and must have advance approval of the Provost and Academic Vice President.

NO payment for such duties will be authorized from appropriated funds, except for extension courses or other authorized activities on an overload basis.

Requests for payment will be administered by the Business Office, with problem cases to be referred to the Provost and Academic Vice President for final decision.

EMPLOYMENT OF SPOUSES

Employment of Spouses for Civil Service Work (Temporary)

Employment and compensation of spouses for special and/or extra work of a temporary nature should be limited to those situations where all other avenues of seeking equally qualified personnel have been explored and exhausted. They should be employed through the Civil Service Personnel Office. In no case should a husband and wife be employed in a supervisor-employee relationship.

COMPUTER SERVICES

Computer Services is responsible for all computing and data processing activities at the University except for the teaching of courses. Questions regarding Research and Instructional activities, which includes support of course offerings, faculty projects and research, test scoring, and statistical (in the mathematical sense) work should be directed to Assistant Director of Computer Center, 121 Morgan Hall.

Hardware includes an IBM S/360 m50 computer, a 200K byte partition for academic work with peripheral card readers and punch, line printers, 12-2314 disk modules, and magnetic tape (9-track, 800 BPI). Some unit record equipment is available including a sorter and key punches.

The EDOS operating system is used exclusively.

At present there is no charge to faculty and students for work directly related to normal University operations. All projects are subject to schedule requirements and the approval of the Director of Computer Center, 10A Sherman Hall. Key punches are available to faculty and students in 105 Morgan and 126 CB.

A Computer Center user manual is provided all deans and department chairmen. It explains the facilities of the Computer Center and the procedure for using them.

Copies are available for faculty members and students at nominal cost at 121 Morgan. Several copies are also at the Memorial Library for reference.

UNIVERSITY RECORDS MANAGEMENT (ARCHIVES)

The University Archives was established in September 1971 for the purpose of documenting the history of W.I.U., its origins, its development, and its continuing activities. The Archives is located on the third floor of Memorial Library (telephone 298-1647).

The Archives must have a complete record of all offices and departments of the University; therefore, all documents, correspondence, accounts, files, manuscripts, publications, photographs, tapes, drawings, and other materials relating to the activities and functions of the University are to be sent to the Archives when no longer in active use in a department or office. In addition, copies of minutes of councils, boards, committees, and other University bodies, and copies of stencil- or spirit-duplicated materials should be forwarded to the Archives routinely.

All records will be processed by the Archivist, classified and arranged, to make them easily accessible. The Archives will provide safe storage for valuable records, prompt reference service to originating offices and departments, and work space for users of archival material. The office of origin may place any reasonable rules or restrictions on the use of its records, and any office may ask for any portion of its records back at any time for temporary use.

No University records of any kind should be destroyed without prior approval by the University Archivist.

CHARTER BUS SERVICE

The Auxiliary Services Office schedules charter bus service for all academic, athletic, and University Union trips. Contact should be made to this office well in advance of the date planned for the trip.

GENERAL POLICY ON EXCUSED AND EMERGENCY ABSENCES

Excused Absences

All administrative and academic personnel, as well as faculty and graduate assistants, will be expected to submit requests for absence from classes and/or other assigned duties on forms which may be obtained from the Academic Personnel Office. Under Section VIII-b will be found regulations concerning absences where traveling expenses or use of state-owned vehicles are involved. An individual is expected to secure approval of his department chairman and appropriate dean for absences, and department chairmen with the approval of the dean will be responsible for allocating to staff members travel funds as provided in the budgets for the respective departments.

Absences, which do not involve traveling expenses or use of state-owned vehicles, require approval by the appropriate department chairman and dean only, with the forms being retained in the dean's office.

Emergency Absences

Emergency absences of administrative and academic personnel are to be reported to the Academic Personnel Office.* As soon as the individual returns to duty, he should file a written report of the absence on forms obtainable from this office.

For Board regulations concerning sick, vacation, and funeral leave, see By-Laws, Governing Policies and Practices of the Board of Governors of State Colleges and Universities. (Also see VIII-c of this Handbook dealing with vacations.)

Sabbatical Leaves

For regulations concerning sabbatical leaves and other extended leaves, see Governing Policies of the Board of Governors of State Colleges and Universities. (Also see: Section XI-a of this booklet.)

*Exceptions: Absences of Vice Presidents and Executive Assistants are to be reported to the President.

Military Leave

For faculty and administrative personnel on 11½- or 12-month contracts, one week with pay will be granted for military duty; the second week may be taken without pay, or as part of annual vacation leave. Persons on 11-month or less appointments are expected to take reserve training during summer when not under contract, or during regularly scheduled University vacation periods.

Civil Service Personnel

Civil Service employees who travel on University business are subject to the regulations set forth in paragraph 1 above and in Section VIII-b. Leaves of absence for other reasons will be in accordance with the Civil Service Handbook, and are to have prior approval of the Office of Civil Service Personnel.

Acting Appointments

Any administrative person, including a department chairman, should request approval from the appropriate dean and the Provost when designating the person to act for him during his absence from campus. Ordinarily, during relatively short absences (less than one quarter), the department chairman should request his dean to act for him. Recommendations for appointment of acting department chairmen for longer periods should be made in cooperation with the staff and bear the approval of the appropriate dean and the Provost.

Substitute Teachers

Substitute teachers, whose names appear on the list approved by the Board of Governors of State Colleges and Universities, may be employed at the daily rates established by the Board. The current approved list is available in the offices of the Director of the Laboratory School, the academic deans, and the Provost.

Employment of any other substitute, emergency, or temporary teachers must have the approval of the Provost.

A written report of the number of days the substitute teacher is employed must be submitted to the Business (Payroll) Office with copies to the appropriate dean and the Provost. There is a regular form for this purpose. The form should be prepared at the termination of the substitute's services, or at the end of the month if the person is employed for an extended period of time.

TRAVEL REGULATIONS

General Statement

The following travel regulations reflect the nature of the several types of university travel and are within the limits of the travel regulations promulgated by the State Department of Finance and approved by the State Travel Control Board. No advances for travel can be provided. The following travel regulations shall apply regardless of the source of funds and shall be effective on January 1, 1971.

Travel Requests

If a leave of absence involves travel at state expense (or from any fund administered by the University), the Faculty and Administrative Staff Request to be Absent from Campus and/or Request for Travel Expenses form is to be forwarded to the Business Office after the responsible dean or vice-president's signatures have been secured. These requests should be in the Business Office at least 14 days in advance of the travel to permit the encumbrance of funds before the travel is undertaken. In addition, all requests for travel outside the 48 states of the continental United States or Canada shall be presented to the Central Office of the Board 30 days prior to the beginning of the trip.

All travel by automobile should be by state cars whenever possible. After the Departmental Requisition for University Vehicle Form T-1 has been submitted to the Director of Auxiliary Services and a vehicle has been assigned, the requisite travel forms should be submitted to the Business Office. Use of private cars will be sanctioned only when proof is offered that state cars are unavailable.

The Business Office will check the form, encumber the funds requested, and assign a requisition number. The pink copy will be retained by the Business Office and the other copies will be distributed to the appropriate people.

In preparing a travel request, estimate as closely as possible the expenses of the proposed travel and check with the department chairman to determine if travel funds are available within the departmental budget. Arrangements for classes or other responsibilities during the proposed absence must be clearly explained.

If travel does not involve expense to the University, only the pink copy of the "Request to Be Absent" form need be forwarded to the Business Office.

Types of Travel

Business Travel

Travel necessary to carry out required administrative, instructional, research, and public service functions of the University.

Professional Travel

Travel of the faculty and the staff to professional and scientific meetings for the sake of professional enrichment.

Organization Travel

Travel of the faculty and staff to organization meetings when:

a. The University holds official membership in the organization, or

b. The University is requested and agrees to send a representative, or

c. The University has assisted in the promotion of the research, educational, or service activities of the professional organization concerned.

Special Travel

Official representation not otherwise provided in these regulations and approved by the President.

Candidate Travel

Expenses of a candidate for a faculty or key administrative position, except for the candidate who comes on his own volition and not by invitation, shall be charged to contractual services. Faculty members and wives accompanying the candidate will be limited to appropriate amounts for meals as stated in these travel regulations.

Reimbursement of Travel Expenses

Professional Travel

Reimbursement of expenses incurred while traveling under "Professional Travel" shall be limited to 90% of the total transportation expense (air-bus-train, or mileage for private

auto). The other 10% of the transportation expense will be borne by the traveler to meet the requirement that reimbursement for professional travel shall represent only a predetermined part of the total travel expense.

Business, Organization, Special and Candidate Types of Travel

Reimbursement of expenses incurred while traveling under any of these types of travel shall be in accordance with regulations contained in the subsequent sections, "Allowable Transportation Expense" and "Allowable Living Expenses." All reimbursements will depend upon availability of travel funds within the applicable department.

Allowable Transportation Expense[1]

1. Definition

   a. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs, and other usual means of conveyance. Transportation may include fares and such expenses incidental to transportation as baggage transfer, official telephone messages in connection with items classed as transportation, and reasonable tips.

   b. Reimbursement for taxicab fares incurred in the efficient and economical pursuit of the State's business will be allowed. All taxicab fares in excess of $5.00 shall be accompanied by a receipt indicating the amount paid. When transportation by airport limousine is available and convenient, it shall be used in lieu of a taxi.

   c. When the nature and location of the work at a temporary duty station are such that suitable meals cannot be procured there, the expenses of daily travel required to procure meals at the nearest available place shall be considered necessary transportation. A statement of the necessity for such daily travel shall accompany the travel voucher.

   d. Reimbursement of expenses between the residence and the official headquarters of any individual subject to these regulations shall not be allowed.

[1] In conformance with or within the regulations promulgated by the Department of Finance and approved by the Travel Control Board.

2. Routing of Travel

All travel shall be by the most direct route. Travel by other routes may be allowed when the official necessity therefore is satisfactorily established.

In case an individual for his own convenience travels by an indirect route or interrupts travel by direct route, he shall bear the extra expense. Reimbursement for expenses shall be based only on such charges as would have been incurred by the most direct and economical route.

3. Mode of Travel

All travel shall be by the most economical mode of transportation available, considering travel time, costs, and work requirements.

4. Accommodations on Airplanes and Trains

Airplane Accommodations

Travel on airplanes shall ordinarily be coach class.

Reimbursement for first-class accommodations on commercial air carriers shall be explained on the travel voucher and shall be permitted only when:

a. Regularly scheduled flights between authorized origin and destination points provide only first-class accommodations.

b. Space is not available in less-than-first-class accommodations in time to carry out the purpose of the travel.

c. The President or his designee authorizes or approves the use of first-class accommodations as necessary for the conduct of the mission or for reasons of the traveler's health.

Train Accommodations

Sleeping or car accommodations

One standard roomette when night travel is involved.

Parlor car and coach accommodations

One seat in a sleeping or parlor car will be allowed unless the travel order or other administrative determination specifies that coach accommodations be used. Where adequate coach accommodations are available, official authorizing travel will assure that coach accommodations are used to the maximum extent possible on the basis of advantage to the State, suitability and convenience to the traveler, and nature of the business involved.

5. Use of Privately Owned Conveyance

The use of privately owned vehicles in the conduct of University business is not encouraged except when such use is necessary or desirable due to a lack of other convenient means of transportation or is otherwise advantageous to the University. Accordingly, when the use of a privately owned vehicle is necessary or desirable and considered advantageous to the University, reimbursement shall be at the rate of 12 cents per mile. When the use of a privately owned vehicle is for the personal convenience of the traveler, reimbursement shall be at the rate of 12 cents for the first 200 miles and at the rate of 6 cents for any miles in excess of 200.

Reimbursement for the cost of automobile parking fees and bridge, road and tunnel tolls shall be allowed. The fee for parking an automobile at a common carrier terminal, or other parking area, while the traveler is away from his official headquarters, shall be allowed only to the extent that the fee, plus the allowable mileage reimbursement to and from the terminal, or other parking area, does not exceed the estimated cost for use of a limousine or taxicab to and from the terminal.

When transportation is authorized or approved by privately owned automobiles, distances between points traveled will be shown in official highway mileage guides or on official State of Illinois maps. Any substantial deviations from distances shown in the standard highway mileage guides shall be explained. When no guides or maps are available, odometer readings may be used. Travel within and in the near vicinity of a city may be reported as mileage in and around such city.

When the use of public transportation is a reasonable alternative, the mileage payment shall not exceed the cost of its use. A reasonable alternative exists when the cost of travel, taking into account both transportation, time, and per diem expenses, would be less if public transportation were used.

Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of the individuals and employing agency shall be stated on the travel voucher.

6. State-owned Automobile

Request assignment of a University vehicle by submitting "Departmental Requisition for University Vehicle" (Form T-1) to the Auxiliary Services Office (Sherman Hall 308). Countersignature of the dean or administrative supervisor is to certify that the travel planned is within the allocation of free mileage or that the Transportation Department will be reimbursed at the rate of 6¢ per mile. University vehicles are assigned at the first of each month for trips scheduled for the following month, with later requests being scheduled on a car-available basis. One vehicle is normally reserved for emergency assignment by the Director of Auxiliary Services.

Purchase of gas, oil and repairs will be made, to the extent feasible, by the credit card which accompanies the vehicle. Credit card and receipts for credit purchases must be turned in to the garage with the vehicle keys. Bills or receipts for emergency cash purchases (car expenses) should be submitted, attached to the pink copy of the Form T-1, to the Director of Auxiliary Services (Sherman Hall 308) for payment.

Questions about policies and procedures for the use of state-owned vehicles should be directed to the Auxiliary Services Office.

7. Use of Rented Conveyances

The use of rented automobiles, aircraft, boats, or other such conveyance will be kept at an absolute minimum and then rented only in an emergency. Every effort shall be made to obtain other suitable transportation rather than to use rented vehicles. When emergencies require the use of a rented vehicle, the most economical vehicle available and suitable

for the conduct of the State's business shall be obtained. In these circumstances, the actual cost may be charged and a full explanation for the use of a rented vehicle will be provided with the travel voucher.
(NOTE: Charges for rented vehicles away from an employee's headquarters and in connection with other travel may be charged to Travel and reimbursed on travel vouchers. Other charges for rented or leased vehicles should be submitted on commercial vouchers and charged to Contractual Services.)

8. Chartered Bus

The chartering of buses and special purpose vehicles by all University departments is centralized in the Office of the Director of Auxiliary Services. He will arrange charters and approve payment by departmental users in accord with I.C.C. regulations.

9. Private, Rented and Chartered Aircraft

The piloting by University personnel of their own or rented aircraft on University business is permitted. Such personnel are expected to meet all applicable F.A.A. and State of Illinois regulations which pertain to the type of operation being conducted, and they must provide liability insurance equal to that required by the University for other vehicles. Permission is contingent upon the execution of a waiver of liability by all University staff participants in the flight; the appropriate form is available in the Business Office. Reimbursement for such authorized travel shall ordinarily be in the same amount and fashion as is provided (Par. 5 & 7) for other vehicles; in special situations approved by the President, reimbursement may be made on the basis of the actual costs, or estimated actual operational costs, at no profit to the University employee.

Air taxi or charter operations under contract to the University are expected to meet all applicable F.A.A. and State of Illinois regulations which pertain to the type of operations being conducted. Such parties must provide liability insurance equal to that required by the University for other vehicles.

Allowable Living Expenses[2]

1. Personal living expenses of travel shall be reimbursed on the basis of either a "per diem" allowance or "living expenses incurred" allowance.

2. Living Expenses Incurred

For travel of less than 18 hours during the same calendar day or when a night's lodging is not required, the per diem allowance is not permitted, and living expenses shall be allowed on the basis of living expenses incurred. Maximum amounts per meal which can be allowed to an individual traveling on the basis of living expenses incurred are as follows (including tips):

Breakfast	$1.75 (if leaving campus before 6:00 a.m.)
Lunch	2.25
Dinner	6.00 (if returning to campus after 7:00 p.m.)

It is not necessary for such traveler to submit receipts with travel vouchers to support this per meal allowance for food.

In addition, such traveler may receive reimbursement for special expenses as provided in Paragraph 4.

3. Per Diem Allowance

The per diem allowance is allowed only when the travel period is overnight or exceeds 18 hours or more. The per diem allowance provided in these regulations represents the maximum amounts allowable and is given in lieu of the expenses allowed on the basis of "living expenses incurred."

The per diem allowance for travel on official business consists of the following three elements and may be authorized or approved within the following maximums:

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[2] In conformance with or within the regulations promulgated by the Department of Finance and approved by the Travel Control Board.

a. $12.00 to cover the cost of meals and incidental travel expenses, telegrams and telephone calls reserving hotel accommodations, laundry, dry cleaning, and tips. Receipts need not be submitted to support this allowance.

b. The actual cost of accommodations, excluding tips and room service, not in excess of $15.00 per day plus tax (or not in excess of $18.00 per day plus tax in the Chicago metropolitan area, or not in excess of $28.00 per day plus tax when traveling out of State). An allowance up to $16.50 plus tax is permitted while conducting business in the Capitol Complex while staying in one of the following hotels: State House Inn, Lincoln Towers, Mansion View, Governors Hotel, and St. Nicholas Hotel. Those individuals in these hotels and motels within walking distance of the Capitol Complex and whose business is in the Capitol Complex will not be reimbursed for taxi or other local transportation expenses. Itemized hotel receipts are to be submitted with travel vouchers to support accommodation expenses claimed.

c. Reimbursement for "special expenses" as provided in Paragraph 4.

Day Defined

In computing the per diem in lieu of living expenses incurred for continuous travel of more than 18 hours, or when a night's lodging is required, midnight to midnight will be the unit. For fractional parts of a day at the commencement or ending of such continuous travel constituting a travel period, one-fourth of the $12.00 allowance for a calendar day will be allowed for each period of 6 hours or fraction thereof. Such 6-hour periods commence at midnight, 6:00 a.m., Noon, and 6:00 p.m.

4. Special Expenses

The cost of miscellaneous other expenses incurred shall be allowed if reasonable to a traveler who is on either the per diem or actual living expenses incurred basis. Laundry and dry cleaning, entertainment, and alcoholic beverages are non-reimbursable expenses. All special expenses shall be itemized on the travel voucher, if

separately claimed. The actual cost of meals for other persons incurred in connection with official State business shall be allowed in reasonable amounts. It shall be indicated in detail on the travel voucher why and for whom the expenses were incurred.

5. Time of Departure and Arrival

The date and hour of departure from and arrival at the place at which official travel begins and ends, and points at which temporary duty is performed shall be shown on the travel voucher where such arrival or departure affects the allowance or other travel expenses. Other points visited shall be shown on the voucher; time of arrival and departure need not be shown.

Where for the traveler's persoral convenience or through the taking of leave there is interruption of travel or deviation from the direct route, any allowance allowed shall not exceed that which would have been incurred on uninterrupted travel by a usually traveled route. (See "Allowable Transportation Expense," paragraph 2, page 3.)

6. Conferences

When the cost of meals for approved seminars or official meetings is an integral part of the registration fee, the per diem traveler shall deduct the following amounts from the "cost of meals and other travel expenses" allowance and the traveler on "living expenses incurred" shall deduct the following amounts from his per meal allowance.

	Deduct
a. If breakfast is included in the registration fee	$1.75
b. If lunch is included in the registration fee	2.25
c. If dinner is included in the registration fee	6.00

NOTE: Registration fees are not properly reimbursed on travel vouchers but should be charged to contractual services.

7. No Allowance at Official Headquarters

No travel expenses shall be allowed an individual either at his official headquarters or at his place of abode from which he commutes daily to his official headquarters. Official Headquarters for University employees is defined as his designated post of duty or official station in a specified location, the limits of which are no broader than the corporate limits of the city or town in which the employee is stationed; or may be a defined geographical area.

Preparation of Travel Vouchers

Travel Voucher

1. Immediately following a trip (AND NO LATER THAN THIRTY DAYS), the travel voucher form (obtainable from the Purchasing Office), is to be prepared in sextuplet, and all copies forwarded to the appropriate dean who will distribute as follows after verifying that expenditures comply with authorization:

   Original and three copies to the Business Office
   One copy to the department chairman
   One copy to be retained by the dean

2. Complete top section as follows:

   Name of Department and Division or Institution:
   Board of Governors of State Colleges and Universities - Western Illinois University
   Location: Macomb, Illinois
   Traveler Name and Address: Your name and home address (street and town)
   Headquarters: Macomb, Illinois 61455
   Residence: Your home address (street and town)

3. Indicate your Social Security number (very important).

4. The purpose of the travel shall be indicated on the travel voucher.

5. The travel voucher shall show in the space provided the daily dates of travel, the points of departure and destination, mode of transportation, and the cost of the transportation secured.

6. When a privately owned vehicle is used, the travel voucher shall show the dates and points of travel, mileage, and mode of transportation. If the distance traveled between any given points is greater than the usual route between these points, shown on a road map, the reason for the greater distance shall be stated. (See Routing of Travel.)

7. Travel vouchers shall be supported by receipts in all instances for railroad and airplane transportation, for lodging, and all other items in excess, individually, of $5.00, except for meals and incidental items.

8. All copies of the voucher shall be signed by the individual who has incurred the expense (do not use carbon paper for signature) and his supervisor. The individual's name should also be typewritten or printed below the signature line. Indicate your payroll title; i.e., Professor, Assistant Professor, Clerk II, Groundsman, etc.

9. Attach authorization from dean, vice president or President. The Business Office will not accept a travel voucher that exceeds amount of authorization of expense requested and approved.

10. Several trips may be listed on one voucher. If expense is to be charged to more than one department, indicate department and total for each on left side of voucher.

Canceled Trips

If a trip is canceled, it is very important that the expense authorization be returned to the Business Office marked "Canceled." Otherwise, the amount remains on the record as an obligation.

Important Notice

All trips on University business must have approval prior to taking the trip.

Travel vouches must be submitted WITHIN THIRTY DAYS AFTER EXPENSE IS INCURRED OR BEFORE THE CLOSE OF THE FISCAL YEAR (JUNE 30), whichever occurs first. VOUCHERS RECEIVED IN THE BUSINESS OFFICE AFTER EITHER OF THESE DATES WILL NOT BE HONORED. Special arrangements should be made with the BUSINESS MANAGER for travel expenses on a trip that occurs in two fiscal periods. (These regulations apply to all travel expenses including those for candidates invited for interview.)

Transportation Schedules

The current issue of the Official Airline Guide is available in the President's Office for staff members who wish to check schedules, rates, etc.

Checks for Travel Expense

Checks for travel expenses are written weekly in the Business Office.

Liability Insurance

University employees who have received official approval to travel in University cars on University business are covered by insurance to the following extent: combined single limit of $1,000,000 for bodily injury and property damage per occurrence.

Employer's Non-Ownership Liability

University employees traveling in their own automobiles or in hired cars under the conditions stated above are covered by excess insurance which applies over any other valid and collectible insurance for Bodily Injury Liability and for Property Damage Liability.

Designation of Official Headquarters

The President shall designate official headquarters for each of his employees. Generally, the official headquarters of an individual is the place where his official duties will require him to spend the largest part of his working time during the coming fiscal year. In those instances in which the individual's official headquarters is designated as a location other than that at which his official duties require him to spend the largest part of his working time, Finance Form TA-2 will be completed and filed with the Department of Finance and the Legislative Audit Commission by the first working day of June and December each year. In the case of an individual who is required by his duties to travel almost every working day, the official headquarters may be his place of residence, certified and submitted on Finance Form TA-2. Any change in official headquarters designation shall be promptly transmitted on Form TA-2 to the Department of Finance.

All travel regulations are subject to
change without notice by the
State Travel Control Board.

(Please see following page for Official Mileage from Macomb.)

OFFICIAL MILEAGE FROM MACOMB

Alton	128	Miles
Aurora	189	"
Bloomington	103	"
Burlington, Iowa	52	"
Cairo	302	"
Carbondale	244	"
Carthage	27	"
Champaign	143	"
Chester	210	"
Chicago	230	"
Clinton, Iowa	115	"
Danville	175	"
Davenport, Iowa	85	"
Decatur	117	"
Dixon	145	"
Dubuque, Iowa	148	"
East St. Louis	152	"
Effingham	172	"
Elgin	212	"
Evansville, Indiana	290	"
Fort Madison, Iowa	37	"
Freeport	180	"
Galesburg	47	"
Harrisburg	273	"
Indianapolis, Indiana	259	"
Jacksonville	67	"
Joliet	191	"
Kankakee	183	"
Keokuk, Iowa	40	"
LaSalle	139	"
Litchfield	127	"
Madison, Wisconsin	248	"
Mattoon	162	"
Milwaukee, Wisconsin	281	"
Moline	80	"
Mt. Vernon	220	"
Normal	115	"
Ottawa	152	"
Paducah, Kentucky	317	"
Paris	191	"
Peoria	76	"
Quincy	69	"
Rockford	187	"
Rock Island	76	"
St. Louis, Missouri	150	"
Springfield	84	"
Sterling	132	"
Terre Haute, Indiana	214	"
Vandalia	160	"
Vincennes, Indiana	247	"
Waukegan	257	"

VACATIONS

Twelve-month Staff

Faculty and staff employed on a twelve-month basis are entitled to vacation of twenty-three work days (excluding Saturdays) within the period of contract. Vacations should be scheduled for periods during which the absence of the person concerned will not seriously impair services to the University. Twelve-month staff members are urged to consider taking at least part of their annual leave during the University vacation periods scheduled during the academic year. On an annual basis, there are usually nine weeks available for such purposes.

Requests for vacation leaves should be submitted well in advance to the Provost(*) for approval. Leaves taken when school is not in session will be counted against the annual vacation.

Ordinarily, vacations will be computed on an accrual basis; i.e., vacations will be computed on the basis of one week for each three calendar months of employment, or a total of twenty-three working days (excluding Saturdays) for twelve months of employment. For purposes of computing vacations, all employment periods will start July 1, and end June 30, of the subsequent year. If a twelve-month staff member leaves the University during the contract year, vacation will be prorated according to the foregoing schedule.

Full-time staff eligible for vacation may accumulate up to two times their annual vacation. Upon reaching this maximum, they will cease to earn leave except as their accumulation is reduced. (Staff on less than full-time appointment shall receive vacation on a pro-rata basis directly proportionate to their appointment time.) (Effective 3/14/74)

Vacation leave does not accrue during the period of a sabbatical leave or leave without salary.

Civil Service Staff

Vacations for all civil service personnel will be in accordance with the regulations set forth in the Civil Service Handbook.

*Exceptions: Requests from Vice Presidents and Executive Assistants are to be submitted to the President.

OFFICE HOURS

Academic Personnel	Current office hours for each quarter should be posted on door of office. (Other times by appointment)
Administrative Personnel	8:00 a.m. to 12:00 noon 12:30 p.m. to 4:30 p.m. Monday through Friday (Other times by appointment)

TERMINATION OF EMPLOYMENT

Any staff member who terminates his employment with the University is requested to obtain proper clearance by use of the form provided for this purpose. Academic employees may secure a clearance form from deans or department chairmen; forms for civil service employees are obtainable from the Office of Civil Service Personnel.

Upon receipt of the completed clearance form at the Payroll Office, final payroll warrants for faculty and administrative employees will be available on the first working day of the following month. (Exception: Payment will be maue on the last working day of the month when the first falls on a Saturday, Sunday, or holiday.) Final warrants for hourly civil service employees will be delivered on the regularly scheduled pay dates.

(Note: See Section II-b for schedule of payment.)

REQUESTS TO BE SUBMITTED TO THE BOARD OF GOVERNORS OF STATE COLLEGES AND UNIVERSITIES

The Board of Governors of State Colleges and Universities holds regular meetings on the second Thursday of each month except August and December (on call). All requests which require Board approval are included in a Report to the Central Office compiled by the President of the University and mailed ten days before the Board meeting. This report is summarized and mailed to Board members seven days before the meeting. Since this report requires considerable time to assemble, any requests from faculty members, departments, colleges or offices which must be directed to the Board must be in the hands of the President at least twenty days before a scheduled meeting.

Many items are recurrent each year, and those responsible will be notified well in advance concerning the due date. These include the annual and biennial budgets, summer and academic year teaching appointments, sabbatical leaves, and such other requests which may be initiated by the Board.

Examples of other special items which are to be included in the reports to the Central Office and the Board are:

1. Requests for prolonged leaves of absence including sabbatical leaves.

2. Departmental or divisional requests to expend more than $2,500. (Any purchases that, in the judgment of University officials, are controversial are also to be submitted to the Board.)

3. Any request which deviates from accepted Board policy, practice, or procedure.

4. Requests to establish all additional staff positions, both academic and nonacademic.

All new programs (graduate and undergraduate) must be submitted to the Central Office for review and recommendation to the Board of Governors. After Board of Governors' approval, all new programs require approval by the Board of Higher Education before they may be implemented.

STUDENT EMPLOYMENT

Purpose. Student employment is defined as a student aid. All student help funds are to be used primarily to help the student finance his education while performing a service for Western Illinois University.

Administration. The Financial Aids Office has been designated as the referral agency for the University for all part-time, on-campus student employment.

Funding. A limited amount of personal services money is available for student part-time employment. Student help is also available under the College Work-Study Program, in which W.I.U. participates.

Eligibility. To be eligible for student employment, the student must be a full fee-paying student and be in good standing with the University. A student is permitted to work a maximum of 70 hours per month. It is the supervisor's responsibility to insure that the authorized hours per month are not exceeded.

Pay Rates. The pay scale for student employees has been established to comply with the Fair Labor Standards Act as amended in 1974.

Student Employment Procedures*

1. University personnel who wish to employ student help should check first to determine that funds are available for the purpose in the unit budget and that the proposed use has the approval of the unit head.

2. Requests for student help under the College Work-Study Program must be initially approved by the department chairman (or director) and the dean (or vice president).

3. When initial approval has been obtained, the next step is to list the job vacancy by submitting a student employment requisition to the Financial Aids Office, which will then select qualified students and refer them for interview. The final selection will be made by the employing department.

4. Students must be registered for employment in the Financial Aids Office to be eligible for a job referral. Additional candidates may be requested for interview if none of the initial candidates is satisfactory.

5. When the employer has made his selection he will return the referral slip to the Financial Aids Office, where an authorization for student employment will be issued. Both the employment requisition and the employment application of the student are required for the authorization to be issued.

6. Notification of employment (authorization) will be issued to the student, his supervisor, and the Payroll Office.

7. The student employee must properly complete tax forms in the Payroll Office, 221 Sherman Hall, before he is officially employed.

8. Student employees are paid monthly and may pick up their checks in the Payroll Office. The completed IBM timecard must be in the Payroll Office, 221 Sherman Hall, by 5:00 p.m. of the second working day of the new month in order for the student to be paid on schedule.

9. If the student's work is not satisfactory or if other conditions make continuance inadvisable, the supervisor may request that the assignment be cancelled after due notification and a conference with the student involved.

10. If a department wishes to employ a student during a school vacation period, a special student employment requisition must be submitted to the Financial Aids Office prior to the effective date of such employment.

*A complete set of Student Employment Regulations is printed annually by the Financial Aids Office and is available in that office.

STUDENT ORGANIZATIONS---ADVISERSHIP AND FUNDS

Adviserships

Each voluntary student organization recognized by the University is required to have a faculty adviser. The nomination of the adviser is made to the Vice President for Student Affairs.

The adviser is the liaison officer who is responsible for seeing that the organization acts in conformance with University regulations and policies and, in general, does what he can to promote the welfare of the organization. Each appointment is on an annual basis and is not automatically renewed.

Instructional staff and administrative staff may serve as advisers to student clubs and organizations.

Student Organization Funds

Student organizations which receive any student activity fee allocations, as approved by the President, must deposit and expend all funds through the University Business Office. This includes all funds generated from any source.

Other student organizations have the option of depositing funds in a bank, or depositing and expending funds through the University Business Office. The University Business Office will make a service charge (schedule available) for this service.

FACULTY FEES

Most fees paid by Western faculty members are optional, depending upon the faculty member's wishes to participate in events or to take advantage of the privileges and services which are available to him.

1. Season Tickets

   These tickets will admit faculty, staff, and families to those University functions to which admission is charged and to which students are admitted by activity tickets. Season tickets are available for athletic events, theater productions and offerings of the Bureau of Cultural Affairs. Season ticket information will appear regularly in the Western Channel and in the student newspapers.

2. Cultural Programs

   Many cultural events are available to faculty members without charge, or for a reasonable admission fee.

3. Tuition (revised by Board of Governors 6/10/71)

   A faculty member holding the rank of instructor, assistant professor, associate professor, professor, or a faculty assistant, may audit or enroll for credit in any course for which he has the prerequisite, with exemption from tuition and fees, subject to the regulations below:

   a. A faculty member, or a faculty assistant, on a full time contract may enroll for two courses in any one term, subject to approval by the Vice President for Academic Affairs or Provost.

   b. A faculty member on a part-time contract or a faculty assistant employed for at least one-half time may also enroll for two courses in any one term, subject to the same approval.

   c. Each faculty member who wishes to enroll for credit in a course must file with his department head or other immediate supervisor a statement outlining the extent and goals of his proposed program of studies. The department head will forward the statement with his recommendation to the appropriate dean or director for final approval. Approval by the dean or director is a prerequisite for enrollment in any course.

d. In the case of a faculty member with a master's degree, any credits which he may earn in a department which does not offer a sixth year or doctoral program may not be included in a one-year of graduate work beyond the master's (or sixty semester hours beyond a bachelor's) required for tenure and promotion to the rank of assistant professor except when such courses are acceptable and transferrable to an institution offering sixth year and doctoral work as a part of the approved program. Such graduate credits which may be earned in a department as a part of a program leading to a sixth year or doctoral degree in an appropriate academic discipline may not exceed more than one-half of the credits in the one year graduate work requirement.

8. Parking

Every person who is employed at Western, and who operates a motor vehicle on campus in connection with his employment, must register the vehicle and pay the parking fee. (See Parking Policies and Regulations, Section V-c, this Handbook.)

ADDITIONAL GRADUATE WORK

To become eligible for and to be considered for tenure, and for advancement above the rank of Instructor, a faculty member must earn a minimum of thirty semester hours beyond the Master's degree (within seven years of his first permanent appointment). The thirty hours must be earned at an institution which awards a Certificate of Advanced Study or a degree beyond the Master's and the work must be in his major teaching field and approved by the employing institution.[1]

A staff member seeking qualification for tenure under this regulation must:

1. File a written request (in quadruplicate), outlining the proposed course program with his department. The proposal must have the approval of the Department Chairman, the College Dean, and the Provost. (Once these approvals have been obtained, the original will be retained in the Office of Academic Personnel and copies returned to the faculty member, the Department Chairman, and the College Dean.)

2. Upon completion of the work, file an official transcript in the office of the Academic Personnel Officer.

Failure to meet the seven-year credit requirement will automatically result in termination of the faculty member's services with Western Illinois University.

A faculty member, with advance permission of the Provost, may enroll in courses for credit at Western Illinois University with exemption from tuition and fees. Only one-half the credit earned at Western in programs leading to a certificate or degree beyond the Master's degree may be counted in the one-year graduate requirement. Graduate credit earned at Western in other programs cannot be used to qualify for tenure and promotion to assistant professor.

Each faculty member who wishes to enroll for credit in a course at Western must file with his department chairman a statement outlining the extent and goals of his proposed programs of studies. Two weeks prior to the beginning of the term, the department chairman will forward the statement with his recommendation to the dean and thence to the Provost for final approval. Approval is a prerequisite for enrollment in the course, limited by the provision that a faculty member or a faculty assistant on full- or part-time contract may enroll for two courses in any one term with tuition waiver.[1]

[1] See Policies of Board of Governors of State Colleges and Universities and University tenure policy, Section VI-11.

SPONSORED PROJECTS

The Coordinator of Research Grants will assume general responsibility for the coordination of all research projects, special workshops, institutes, etc., at Western Illinois University. He will have administrative responsibility for:

1. The University Research Council and Re: arch Council Grants.
2. Grants obtained by individuals from ou ide sources of funds.
3. Coordination of the United States Offi of Education Title programs.
4. Institutes and workshops (with outside inancing).
5. Student-help matching grants.

The Provost and Academic Vice President a the President's designee shall give final approval for all projects and sign or the institution.

Further information may be obtained from he Assistant Dean, School of Graduate Studies (Research), Room 321, Sherman Hall (tel. 298-1191).

Steps in Applying for a Grant, Contract, or Ou side Financing of an Instructional Program

1. Seek tentative approval to seek gran from department chairman and dean.

2. Prepare the grant proposal in collaboration or with the assistance of the Research Coordinator. Forms are available from the Research Coordinator with required approval signatures indicated.

3. Budgetary approval from Business Office. If matching funds are required, the Budget Officer will be consulted to determine whether such funds will be available if the grant is received.

4. Provost and Academic Vice President's signature for institutional approval.

5. The University will not authorize receipt of any grants unless the above procedures have been followed. No grant will be authorized using University equipment, resources, or space unless the above procedures have been followed.

Financial Reporting

1. After the grant has been approved, arrangements for accounting and financial reporting must be established with the Business Office.

2. It is the College Dean's responsibility to insure that all provisions of the grant are met: released time, equipment matching, and use of departmental funds for cost-sharing purposes.

Financial Reporting (continued)

3. Monthly, annual, and final financial reporting as required shall be the responsibility of the Business Office in cooperation with the recipient and the Research Coordinator. All other reporting - progress, final, evaluative - shall be the responsibility of the investigator. Copies should be sent to the department chairman, dean, and Research Coordinator.

4. If expenditures are to be made from the grant and are not in the budget as authorized by the University and granting agency, prior approval must be received from the granting agency for such modifications.

PAY CHECKS

All university staff, excluding hourly Civil Service employees, are paid monthly, and warrants are due on the first working day of the following month unless the first day falls on Saturday, Sunday or a holiday. Payment will then be made on last working day of month.

Pay checks may be:

1. Picked up and distributed by departmental representative.

2. Held in Payroll Office for pickup by the employee.

3. Deposited to employee's checking account in local bank. (Form available in Payroll Office.) The deposit slip and check stub will be mailed by the bank to the employee.

4. Sent to employee via campus mail (probably arriving approximately two days after payday).

Note: See schedule of payments for academic staff, Section II-b.

GRADES AND CLASS ATTENDANCE
GRADES APPEAL PROCEDURE

Grades and Class Attendance

Evaluation of a student's achievement is the responsibility of the instructor. It is assumed that every instructor will have applied adequate, valid measures during the progress of the course which will result in an objective, reasonably reliable grade assignment.

Instructors should make every effort to consult with students who are doing unsatisfactory work and to encourage them to confer with their advisers. Reasonable measures should be taken by the instructor within the framework of the class structure to evaluate the students and make the results available to the students upon inquiry.

An incomplete grade may be given at the undergraduate level only when the student has failed to complete the course requirements due to circumstances beyond his control. The mere failure to complete an assignment does not justify the recording of an incomplete, unless illness or other emergency is the cause.

Students are expected to attend all classes for which they are enrolled excepting in cases of illness or other serious emergency. Instructors are expected to exercise good judgment in considering excuses for absences, but it is the student's responsibility to confer with the instructor and to agree to any reasonable arrangements to compensate for his non-attendance.

When a student does not appear in class for several sessions and the instructor is unable to discover the cause of the absences, the Vice President for Student Affairs should be notified so that attempts may be initiated to locate the student and to determine his status.

CHANGE OF GRADE: Where an error has been made in computing the student's final grade, the reported grade may be changed. The change must be reported to the Registrar's Office within three weeks after the next term begins. The form for submitting the change of grade will be obtained from the Dean of the College and completed in duplicate. The Dean and Department Chairman will countersign the form for information purposes and the form will be forwarded to the Registrar's Office. After the permanent record has been changed, the Registrar's Office will forward one copy of the change of grade report to the student's academic adviser.

Adopted: Faculty Senate, 5/21/69
Amended: Faculty Senate, 11/13/73
Approved: President, WIU, 11/19/73

Grade Appeals Procedure

Each academic department in the University shall establish a Grade Appeals Board. The composition and nature of these boards shall be determined by the department in accordance with duly established procedures and they should include at least one student member with voting rights. The departmental Grade Appeals Board shall serve as an agency to which a student who feels he has been unjustly evaluated in a course may appeal the grade received in the course.

Ordinarily, grade appeals should be initiated by written application to the department no later than the third week of the quarter following the grading period in which the grade in question has been received. Prior to submitting an appeal to the Departmental Board, the student should, where feasible, formally consult the instructor whose grades he has questioned.

If, following this conference the student remains convinced his work has been improperly evaluated, he may request a formal hearing by the Departmental Grade Appeals Board. The Board will consider the facts of the case at a meeting attended by the student, an adviser of his choice and where feasible, the instructor assigning the grade. Decisions in grade appeals cases shall be by a majority vote of the Board. If the decision of the Departmental Board is unsatisfactory to either party, he shall have the right to appeal to the Dean of the College in which the department is located.

Grade appeals at the College level shall be heard by a committee consisting of the Dean (or his representative) and representatives of each of the parties in the case. If the decision at the College level is unsatisfactory to either party, he shall have the right of final appeal to the Academic Vice President.

Decisions in grade appeal cases at each level shall be advisory to the instructor with the following two exceptions:

1. In cases where the instructor is unwilling or unable to become a party to the proceedings, a grade change will be made on the student's record upon recommendation of the Departmental Grade Appeals board.

2. When the Academic Vice President concurs with the unanimous recommendation for a grade change by all prior faculty committees having heard the appeal, the case shall then be referred to the Council on Admissions, Graduation, and Academic Standards, or a subcommittee of that body, convened for the purpose of hearing this specific request.

The decision of this body as to whether or not the grade shall be changed shall be final.

A student who has been restored to good academic standing as a consequence of a successful grade appeal shall be eligible to re-enroll in the University for the quarter immediately following the resolution of his case.

Any questions concerning the interpretation of the grade appeal policy will be resolved by the Council on Admission, Graduation, and Academic Standards. The Council shall be informed of all decisions regarding grade appeals.

This policy shall become effective during the Fall Quarter 1971.

Grade Appeals policy approved: Faculty Senate, 5/11/71
S.G.A., 5/18/71 (with revisions)
Amended: Faculty Senate-S.G.A. Conference Committee, 7/13/71
Approved: President, W.I.U., 7/16/71
Amended: Faculty Senate, 11/13/73
Approved: President, W.I.U., 11/27/73

ABSENCES FOR FIELD TRIPS

Field trips can yield important educational benefits which cannot generally result from classroom experiences. The granting of permission to a student to absent himself from other classes to participate in such a trip should be regarded as a professional courtesy. There may be extraordinary circumstances on a specific occasion where the granting of such permission may not be in the best interests of the student. This is a matter to be considered by the student and the instructor.

Instructors may require students to complete work out of class to compensate for absences.

Instructors should schedule field trips as far in advance as possible, preferably at the beginning of each quarter or session.

Instructors who plan field trips should provide each student involved with a schedule of such trips for the quarter, together with a list of the names of students who will participate. The instructors should urge the students to consult with their other instructors to obtain permission to be absent and to make arrangements for making up any work that will be missed. These consultations should take place at least one week in advance of each trip, where possible.

ACADEMIC DISHONESTY STATEMENT

PREAMBLE

Western Illinois University is dedicated to the discovery and communication of knowledge. The University can best function and accomplish its objectives in an atmosphere where high ethical standards prevail. For this reason, and to insure that the academic work of all students will be fairly evaluated, the University strongly condemns academic dishonesty.

The Nature of Academic Dishonesty

The most prevalent forms of academic dishonesty are cheating and plagiarism.

Dishonesty of any kind with respect to examinations, course assignments, alteration of records or illegal possession of examinations shall be considered cheating. It is the responsibility of the student not only to abstain from cheating, but also avoid making it possible for others to cheat. Any student who knowingly helps another student to cheat is as guilty of cheating as the student he assists.

The submission of the work of someone else as one's own, constitutes plagiarism. Academic honesty requires that ideas or materials taken from another source for use in a course paper or project be fully acknowledged.

Faculty Responsibility

Just as the student has a major responsibility for the maintenance of a climate of academic honesty in the University, the faculty also has an equally serious responsibility in this area. Individual faculty members should take appropriate steps to discourage academic dishonesty and to define their policies in this area as they apply to specific courses. A suggested but not exhaustive list of methods for faculty members to reduce academic dishonesty includes:

1. The periodic review of course requirements to insure they are reasonable.
2. Within economic reason, the periodic change of examination questions.
3. To insure the valid evaluation of students being tested, the adequate proctoring of examinations.
4. The provision by the faculty of adequate guidance and assistance in fulfilling course requirements.

Procedure

A faculty member who has evidence that a student may be guilty of cheating or plagiarism should, as soon as possible, discuss this matter with the student in question. No penalty should be imposed until the student has been informed of the charge against him and of the evidence on which it is based, and has been given an opportunity to present his defense. If both the student and the faculty member are in agreement concerning the facts of the case, the faculty member shall assess a penalty within the course. The faculty member will report his action as soon as possible in writing to the Dean of Admissions and Records who will make a detailed numerical report to the Council on Admission, Graduation, and Academic Standards and to the individual department chairman periodically. If the faculty member feels that additional disciplinary action against the student is appropriate, he should report the offense to the Chairman of the Faculty-Student Judiciary Board. The Board, after receiving the student's past record of academic dishonesty from the Dean of Admissions and Records, shall then decide if any additional penalties should be assessed against the student.

If the faculty member and the student cannot agree on the facts pertaining to the charge, either party may submit the case for adjudication by the departmental Grade Appeals Board in accordance with the procedures established for grade appeals cases. If either of the parties is dissatisfied with the decision of the Departmental Grade Appeals Board, he may appeal to the Dean of the College and to the Academic Vice President and Provost. The decision of the Academic Vice President and shall be final. This appeals process shall be employed solely to determine the validity of the charge of academic dishonesty. If the student is ultimately found guilty, the penalty within the course shall be determined by the instructor. If the faculty member wishes the offense entered on the student's academic dishonesty record, then he should report his action as soon as possible in writing to the Dean of Admissions and Records who will make a detailed numerical report to the Council on Admission, Graduation, and Academic Standards and to the individual department chairman periodically. If the faculty member feels that additional disciplinary action against the student is appropriate, he should report the offense to the Chairman of the Faculty-Student Judiciary Board. The Board, after receiving the student's past record of academic dishonesty from the Dean of Admissions and Records, shall then decide if any additional penalties should be assessed against the student.

Individual records of academic dishonesty shall be kept completely separate from the individual student's transcript and academic records. The only persons having access to these records shall be the Dean of Admissions and Records and the Chairman of the Faculty-Student Judiciary Board. Upon graduation, the academic dishonesty record of the student shall be destroyed.

Penalties

A penalty affecting a student's grade in a course may be imposed only by the faculty member responsible for that course.

A grade of Incomplete should be given the student by the instructor in the event the case cannot be resolved before the submission of final quarter grades.

The following penalties are suggested as guidelines for academic dishonesty:

1. Within the course the penalty for academic dishonesty should be commensurate with the degree of seriousness of the offense ranging from a lowered grade on a given assignment, examination paper or project to an "F" for the course.

2. A student who is found guilty of cheating or plagiarism shall be subject to reprimand, probation, suspension or expulsion by action of the Faculty-Student Judiciary Board.

3. A student who is found guilty of stealing examinations, altering grades or class records or any comparable act, shall be subject to reprimand, probation, suspension or expulsion by action of the Faculty-Student Judiciary Board.

4. Any students who are involved in a group action which results in cheating or plagiarism shall be subject to the same penalties as if they themselves had cheated or plagiarized.

Approved: Student Government Association, June 1, 1971
Faculty Senate, June 8, 1971
President, WIU, June 11, 1971

ACADEMIC (STUDENT) RECORDS AND PROCEDURES

The planning, printing and procurement of student folders for academic advisers is the responsibility of the deans of the undergraduate colleges.

The compilation, organization and announcement of academic programs, curricula, schedules and any changes relating thereto shall have the approval of the dean of that college.

Course schedule planning, preparation and final approval is the responsibility of the dean of each college for all departments of that college.

The collection and reporting of all grades to the Registrar's Office, including final course grades, are the responsibility of the deans of the colleges.

The determination and checking of graduation requirements for each student is the responsibility of the dean of the college in which the student is enrolled.

APPROVED: Deans Council
2/26/69

CLASS SIZE CONTROL PROCEDURE*

Before any classes are actually taught with enrollments below 15 at the lower division, 10 at the upper division and five at the graduate level, they must be specifically approved by the chief academic officer of the institution. It is expected that he will not approve classes with enrollments below these minimums unless they are essential to the few students involved for the particular session.

The rule does not apply to programs which are not on a regularly scheduled basis such as independent study, university without walls and other such educational activities which are essentially of an individual program nature.

* Approved by Council of Presidents and Executive Officer of Board of Governors, February 29, 1972. Presented to the Board, for information, on April 13, 1972.

APPOINTMENT, PROMOTION, TENURE, AND SABBATICAL LEAVE POLICIES

In all personnel matters, copies of recommendations forwarded at each level (department, college and university) shall be sent to the faculty member concerned.

Approved: Faculty Senate, December 11, 1973
President, December 17, 1973

APPOINTMENT POLICY

For the determination of rank in the initial appointment of new faculty members, recommendations concerning merit, education and time for promotion to that rank as cited in the WIU Promotion Policy will be followed.

Approved: Faculty Senate, January 25, 1972
President, February 11, 1972

PROMOTION POLICY

The responsibility for the initiation of a recommendation for promotion shall reside within the department. The responsibility for recommending promotion, however, shall be exercised within the framework of the By-Laws and Governing Policies of the Board of Governors of State Colleges and Universities of Illinois and the following Western Illinois University Promotion Policy.

I. Criteria for the Promotion of a Faculty Member

A. Merit -- For the honor of promotion in rank, a faculty member must have maintained a high level of performance in full-time positions in higher education or directly related experience as defined in I,B. Teaching effectiveness, creative and scholarly activities, and service to department, college, university and community are important bases for deciding performance levels.

Since excellent performance is expected of each faculty member every year, it is not the sole justification for promotion at the end of each year it is displayed.

B. Education and Directly Related Experience -- Credit for graduate study beyond the Master's Degree must be obtained

in a program leading to the doctorate or a program approved by the Department, Dean of the College and the Provost.

Directly related experience and related secondary or elementary teaching as determined by the department at the time of appointment must pertain to the faculty member's instructional assignment, and must be verified by the office of the Provost.

C. Time -- In order to observe performance and productivity, a minimum period of three years at Western Illinois University must elapse before promotion. While certain exceptional individuals may qualify on the basis of merit for promotion in minimal time, the recommended time for the usual situation is below. This minimum time may be waived for individuals in the rank of their initial employment.

It should be noted that the recommended time criterion does not constitute a sufficient condition for promotion which is, above all, recognition of merit.

Whatever has been counted as related experience, related secondary or elementary teaching and/or time in higher education, shall be considered in determining time requirements for promotion.

D. Room in Rank -- The number of faculty members in each rank permitted by Board of Governors policy is:

Instructor:	20-25%
Assistant Professor:	30-40%
Associate Professor:	20-30%
Full Professor:	20-30%

II. Promotion from Instructor to Assistant Professor

A. Merit -- The Instructor shall display a high level of performance with emphasis primarily on teaching effectiveness and evidence of satisfactory progress in an appropriate educational program or toward an advanced degree.

B. Education -- The Instructor must have completed one year of approved graduate work in addition to the Master's degree. Such study must be in a program leading to the doctorate or a program approved by the department. (In practice, 30 semester hours of credit is considered to be one year of work.)

C. Time -- The minimum time of three years may be waived for an Instructor who achieves the educational qualifications

for promotion to the rank of Assistant Professor and whose performance merits such promotion.

III. Promotion from Assistant Professor to Associate Professor

A. Merit -- The Assistant Professor must display a high level of performance with emphasis on teaching effectiveness and scholarly pursuits. He should show promise of further professional attainment.

B. Education -- The Assistant Professor must possess the earned doctorate or fall within the policy of the Board of Governors policy for promotion to Associate Professor without the earned doctorate. (See V)

C. Time -- In order to observe performance and productivity, a minimum period of three years at Western Illinois University must elapse before promotion. It is recommended that the Assistant Professor have a total of six or more years of teaching in higher education, related teaching in secondary or elementary education, or directly related experience with three years being at Western at the rank of Assistant Professor.

IV. Promotion from Associate Professor to Full Professor

A. Merit -- The Associate Professor shall have maintained a high level of excellence in teaching and scholarly attainment.

B. Education -- The Associate Professor must possess the earned doctorate or fall within the policy of the Board of Governors for promotion to Professor without the earned doctorate. (See V)

C. Time -- In order to observe performance and productivity, a minimum period of three years at Western Illinois University must elapse before promotion. It is recommended that the Associate Professor have a total of twelve or more years of teaching in higher education, related teaching in secondary or elementary education, or directly related experience with four years being at Western at the rank of Associate Professor.

V. Promotion to Associate Professor Without the Earned Doctorate

The policy of the Board of Governors states:

A. Promotion to Associate Professor and Professor Without Earned Doctorate. Appointment at or promotion to the ranks

of Associate Professor and Professor of individuals who do not possess the earned doctorate shall be limited to special or unusual circumstances involving outstanding persons and must be carefully deliberated by appropriate institutional reviewing bodies, whose final recommendations will be made to the President. Such recommendations should include the written recommendation of the department head or chairman, the appropriate dean, and since it is desirable that each such case be decided on its own merits, no absolute criteria for evaluating situations of this type are proposed. The following guidelines may be of assistance in arriving at fair and objective conclusions in each case.

1. Evidence of exceptional and continuing success in teaching in colleges, universities, or campus laboratory schools.

2. Outstanding professional service to field of specialization, institution, state or nation.

3. Evidence of continuing advanced study and professional growth. (May include study with eminent teachers not necessarily affiliated with institutions of higher learning.)

4. Receipt or award of advanced level scholarships or fellowships, e.g. Fulbright, Danforth, Gugenheim, Ford, McDowell Colony, Huntington, Hartford, and others.

5. Recent quality contributions to the literature of one's field of specialization, whether in professional books or journals, in the publication of treatises or compositions, or through the performance of compositions by nationally eminent artists or musical organizations.

6. Recently demonstrated creative achievement as a performing artist, evidenced by concerts, published compositions, exhibitions, etc.

There is no particular order of priority in the above guidelines. It should be pointed out that all of the guidelines need not apply to every individual considered for promotion in this category. Ordinarily, their application will be limited to fields of specialization in which the earned doctorate is not readily available, and to cases involving unusual merit. No quotas will be established for such promotions, nor will they be considered at regularly scheduled intervals.

Approved: Faculty Senate, January 8, 1972
President, January 19, 1972

Amended: Faculty Senate, 1/25/72; Approved by President, 2/17/72
Amended: Faculty Senate, 11/27/73; Approved by President, 12/7/73

TENURE POLICY

The responsibility for the initiation of a recommendation for tenure shall reside within the department. The responsibility for recommending tenure, however, shall be exercised within the framework of the By-Laws and Governing Policies of the Board of Governors of State Colleges and Universities of Illinois and the following Western Illinois University Tenure Policy.

I. Tenure Status of the Faculty Member

A. It is the right of each faculty member to know, and the obligation of the University to inform him of the conditions which affect his receiving tenure. Board of Governors policy states:

> "The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and faculty member before the appointment is consummated."

At the end of each probationary year, a faculty member must be informed in writing by his department chairman whether his progress toward tenure is satisfactory or not. Before writing the faculty member, the department chairman must consult with a faculty committee, its membership to be determined by the department.

B. If adequate progress is not being made, a terminal contract should be considered before the fourth probationary year. For a faculty member who is lacking the Educational Requirement for Tenure (See VII) in his field, adequate progress implies active participation in an approved program leading to the attainment of such a level at an institution where such a program can be obtained.

II. Initiation of Tenure Recommendations

A. An all-inclusive vita must be included with any tenure recommendation.

B. A tenure recommendation for a faculty member must be considered by a faculty committee from his department. The composition of the committee shall be determined by the department. A negative vote by this group constitutes a recommendation for a terminal contract if the negative vote occurs in the faculty member's sixth or later probationary year.

C. The tenure recommendation shall be submitted to the department chairman who shall indicate his approval or disapproval in writing. If the chairman indicates disapproval, he shall state in writing his reasons.

D. The committee recommendation along with the department chairman's statement shall then be forwarded to the college council.

III. Qualifications for Tenure

A. A faculty member must demonstrate competence in his performance over a probationary period (See IV).

B. A faculty member must show promise of continued professional growth.

C. A faculty member should ordinarily meet an Educational Requirement (See VII) which is in most academic areas or disciplines the earned doctorate.

IV. Minimum Probationary Period

A. Only a full-time faculty member with the academic rank of Instructor, Assistant Professor, Associate Professor, or Professor is eligible for probationary status leading to tenure.

B. No faculty member can acquire tenure in less than three years except through specific and separate approval by the Board of Governors. Only under the most extraordinary circumstances should a request for such Board action be initiated.

V. Recommended Probationary Period

A. For the faculty member who has the Educational Requirement (See VII) when he is first appointed or who attains it after he is appointed, the recommended probationary period shall be five years if he has had no prior full-time teaching experience at an institution of higher education.

B. For a similarly qualified person who has one year of prior experience, the recommended probationary period shall be four years.

C. For a similarly qualified person who has two or more years of prior experience, the recommended probationary period shall be three years.

VI. Maximum Probationary Period

A. The probationary period shall not exceed seven years for any faculty member, including within this period full-time service in all institutions of higher education; except that the required three years at Western may cause the period to be extended.

B. For the faculty member whose total full-time experience at the rank of Instructor or above has been at Western, the final tenure decision shall be made no later than by the end of the sixth probationary year. At the end of the sixth probationary year a decision to grant tenure or to tender a terminal contract must be made.

C. For the faculty member who has had previous full-time experience at the rank of Instructor or above at an institution of higher education, the final decision to grant tenure or to tender a terminal contract must be made at the end of the fifth year at Western if the faculty member has had one year of prior experience; at the end of the fourth year, if the faculty member has had two years of prior experience; and at the end of the third year if he has had three or more years of prior experience.

VII. Educational Requirement for Tenure

A. The highest appropriate educational level or degree available to and reasonably attainable by faculty of a particular academic area or discipline should be earned before tenure is granted

B. The highest educational levels or degrees available to and reasonably attainable by Western's academic areas and disciplines are:

College of Applied Sciences	
Law Enforcement	Masters and 30 s.h.
All other areas and disciplines	Earned Doctorate
College of Arts and Sciences	
Speech and Hearing Sciences	Masters and 30 s.h. & C.C.C.
All other areas and disciplines	Earned Doctorate
College of Business	Earned Doctorate
College of Education	
Laboratory School	Masters and 30 s.h.
Library Science	MLS and 30 s.h.
Learning Resources (technical only)	Masters and 30 s.h.
All other areas and disciplines	Earned Doctorate
College of Fine Arts	
Music, Art and Theatre (performance)	MFA, Masters and 30 s.h. or equivalent
All other areas and disciplines	Earned Doctorate
College of H.P.E.R.	
Dance (performance only)	MFA
All other areas and disciplines	Earned Doctorate
University Libraries	M.L.S. and 30 s.h. (or cognate Masters) or 6th year certificate

A department may recommend to the college dean that the Educational Requirement in some or all of its academic areas or disciplines be different from those above (but not below Board of Governors requirements of Masters and 30 s.h. or equivalent). The adoption of different educational requirements must have approval of the appropriate elected college committee, the Faculty Senate, and the Provost to become policy.

VIII. Retroactive Application of Tenure Policy (Section VIII applies only to a faculty member hired prior to the adoption date of applicable policy statements on the Educational Requirement for Tenure.)

A. No faculty member who lacks the Educational Requirement for tenure (See VII) shall be recommended for tenure prior to his sixth probationary year (including three at Western). Any recommendation for tenure concerning such a faculty member must have written justification. By delaying as long as possible recommending tenure for these exceptions, Western brings to bear (in terms of time) the maximum incentive for each faculty member to achieve the highest educational qualifications of his academic area or discipline.

B. Failure to achieve the Educational Requirement for Tenure (See VII) may be the basis for a decision by the department not to recommend tenure, even for a person employed prior to the adoption of these policy statements.

IX. Tenure for Administrative Officials

A. Board of Governors policy states:

> "While administrative officials who have academic rank in a department may achieve tenure under the regulations of the Board, this tenure refers to their status as members of a department only."

B. A recommendation for tenure for an administrative official must be initiated by the department of the administrative official's academic area or discipline, and be subject to the same policies and procedures as any other tenure recommendation. When an academic department recommends tenure for an administrative official and tenure is granted, the department thereby indicates its willingness to provide the administrative official with a full-time continuous instructional position in the department. It is for this reason that full departmental consideration and approval of such tenure recommendations is essential. (Amended. Approved by President 1/19/72; Faculty Senate 1/25/72.)

X. Upon approval, this WIC Tenure Policy will become effective for persons appointed to faculty rank after the date of its adoption. This policy may increase but in no way diminish tenure requirements already in effect in various departments of the University.

Approved: Faculty Senate, 1/8/72; 12/3/74
President, 1/19/72; 1/16/75

SABBATICAL LEAVE POLICY

Sabbatical leave may be granted each year in each college and university to permit recipients to engage in writing, research, or to attend an institution of higher learning, or otherwise add to their professional equipment and usefulness. (Board of Governors)

The awarding of regular sabbatical leaves is based on the following criteria:

1. Years of Service -- The priority order of sabbatical leave recipients shall be determined by the greatest number of years of full-time service to Western Illinois University if no previous sabbatical leave has been granted or by years of full-time service since the last sabbatical. No person may receive a sabbatical leave until he has completed five years or more of full-time service in the institution. "Full-time service" is defined as service under contract for a full academic year, and is understood to exclude time of service under temporary contracts and leaves of absence without pay. No person shall receive a leave oftener than once in seven years.

2. Academic Rank -- If for budgetary or sabbatical quota reasons it becomes necessary to select part of a group having the same years of full-time service, then the highest academic rank will be given precedence.

3. Terminal Degree -- If further selection must be made, sabbatical leave shall be awarded to those persons in the academic rank who hold the terminal degree.

4. Years in Rank -- If ties still exist, the criterion shall be academic years of full-time service in rank.

5. Number of Years in Possession of Terminal Degree -- Ties at Step 4 shall be broken by the awarding of sabbatical leaves on the basis of the number of years the applicant has been in possession of the terminal degree.

The priority listing above shall not apply to those faculty who have been awarded some special recognition or grant which might be available only at a certain time. Separate and special consideration will be given each case. Board of Governors policy requirements concerning minimum time and total salary will apply.

Approved: Faculty Senate, 11/9/71; 6/12/73
President, 11/30/71; 6/19/73

In the event that either a department chairperson or dean should refuse to approve a sabbatical request, the reasons for such action should be forwarded, in writing, to the appropriate department and college personnel committees. These committees shall be requested to offer an opinion on the dean's or chairperson's action with respect to the sabbatical proposal. At the request of the sabbatical applicant, the Council on Professional Status will hold a hearing to review the action taken by the department chairperson or the dean in refusing to approve the sabbatical request. The Council will then recommend to the Provost that the sabbatical leave request should be: (1) treated in the same manner as approved requests, or (2) refused for the present year.

Within three months after completion of a sabbatical leave the recipient will submit to the Provost, Dean and department chairperson a brief written report which will reflect the activities pursued according to his submitted proposal.

The Faculty Senate recommended and the President approved that no split sabbaticals will be awarded at Western Illinois University.

Passed: Faculty Senate, 1/9/73
Revised and Approved: President, 1/30/73
Amended: Faculty Senate, 11/27/73
Approved: President, 12/7/73
Amended: Faculty Senate, 5/13/75
Approved: President, 5/27/75

A STATEMENT OF THE FACULTY SENATE

This statement has been prepared by the Faculty Senate of Western Illinois University as a guide to faculty members in the performance of their professional responsibilities. It is an answer to the call for shared authority and responsibility in the operation of the University. This statement deals with the rights, the responsibilities, and the standards of conduct of faculty members with the view that they must exercise self-discipline in order to maintain maximum freedom in their professional activities.

Western Illinois University is an integral part of society and it exists to serve the common good. The essential functions of the University are teaching, research, and service to the citizens of Illinois. An individual appointed to this faculty commits himself to the role of a scholar whose primary duties are teaching and research. In this role, the scholar subscribes to the concept of academic freedom recognized by the Board of Governors and numerous professional organizations. Academic freedom is essential to the search for truth and its free expression on the part both of the faculty member and of the student. Faculty members must strive to protect the principle of academic freedom for the University community so that responsible instruction will be safeguarded, research may be carried out and the results published, and conflicting views may be evaluated on their merits. Academic freedom flourishes only in an atmosphere of mutual good will and trust among the teaching faculty, the student body, the administrative staff, and the governing board.

The Faculty Member as a Citizen

A faculty member is a citizen, as well as a member of an institution of higher education. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline. As a citizen, he has the rights within the law common to all citizens to organize and join political or other associations, convene and conduct public meetings, peacefully assemble, picket, and publicize his opinions on political or social issues. In exercising these rights, he may not use the facilities and services of the University which are not lawfully available to other citizens of the state.

His special position in the community, however, imposes special obligations. As a learned person, he should remember that the citizens of Illinois will judge his profession and the University by his utterances and actions. Hence, he should at all times strive to be accurate,

exercise appropriate self-restraint, and show respect for the opinions of others. Furthermore, he has an obligation to indicate that he is speaking or acting as an individual and not as a representative of the University. And any indication of his University affiliation should be accompanied by a statement that it is for identification purposes only. The Senate holds just as strongly, however, that only misconduct--not ideas, opinions, or the expression of them--should make faculty liable to censure.

The Faculty Member as Instructor

Each faculty member at Western Illinois University should strive for excellence in classroom instruction, in the laboratory, or in any other educational situation. This goal requires constant evaluation, experimentation, and innovation as professional responsibilities. Education is a dynamic process in which change must be orderly. Each faculty member should recognize that appropriate academic bodies must approve of changes in established regulations and policies. He must recognize as the mutually accepted procedures within the University those stated in the University catalogs and in the University Handbook, as well as other policies established by the Departments, the Colleges, and the University. A faculty member is not free, unilaterally and willfully, to suspend, alter, or abrogate those practices and policies pertaining to the educational operations of the institution.

Each faculty member is expected to teach his assigned courses in a manner consistent with the University calendar, the course content, the evaluation procedures, and the course credit as approved by the Department and other appropriate faculty bodies. If a faculty member is unable, for whatever reason, to meet his teaching obligations, he should make appropriate arrangements to enable the students to meet the course requirements. If he is unable or unwilling to do so, his Department or College must assume this responsibility. Within these constraints, he is entitled to freedom in the classroom in developing and discussing, according to his area of competence, the subjects which he is assigned. Each faculty member has the right to criticize and to seek alteration of these regulations and policies by duly constituted procedures. He may also seek to establish other orderly procedures to resolve problems which arise from time to time.

A faculty member as an instructor must scrupulously avoid using his position to indoctrinate students or in any way to abridge their academic freedom. He must not attempt overtly or covertly to coerce students into accepting or feigning positions similar to his. He must not urge his students to coerce others, or to commit acts of violence against the person or property of others. He must not promote or participate in activities which disrupt the normal operations of this institution.

Since University policy calls for the evaluation of a student's performance, every faculty member has the responsibility to report to the University his evaluation of the work of each student in his classes. Evaluation of academic achievement is a difficult task. A member of the faculty should have appropriate academic criteria in each of his

courses and determine the extent to which his students have met those criteria. This assessment must be on an individual student basis. The arbitrary assignment of a grade or the rigid a priori determination that a percentage of a class shall receive a specific grade are two examples of grading procedures which are equally inimical to academic responsibility and to the rights of the individual. The faculty member should use only evaluative procedures that reflect accurately the academic achievement of the student. The faculty member should keep adequate records since students may seek redress against arbitrary or capricious evaluations through designated University procedures.

Also, faculty members must acknowledge significant assistance from students in the areas of research, teaching, and publishing.

The Faculty Member as Colleague

A faculty member as colleague must be mindful of his responsibilities to other faculty members, to his Department, and to the University at large.

By his own actions and by encouraging the highest professional conduct in others, each faculty member must seek to maintain and protect the academic freedom of all faculty members. He must not interfere with or allow others to interfere with the teaching duties, the research, or the publication of research results of other faculty members. He must seek, through orderly procedures, the correction of injustices to other faculty members within the University. Due credit and acknowledgement must be given to one's colleagues for assistance in research, publication, and other professional activities in the academic community. When disagreement arises in any of these areas, each faculty member involved must conduct himself in a professional manner and not attempt to discredit the scholarly activities of others through unprofessional conduct.

Since the Department is the primary unit of organization and the basic autonomous administrative unit within the University, each faculty member has a special responsibility to his Department. He must assist in the orderly functioning of his Department to advance its educational aims and purposes.

The principle of shared authority and participation in meeting the educational goals of the University requires the faculty member, in addition to his teaching and research, to accept a reasonable share of committee assignments and to assist, where appropriate, in public service to the citizens of Illinois. Faculty members must honor their commitments to the University just as they expect the University to honor its commitments to them.

Adjudication Procedures

A statement on faculty responsibilities and rights would be incomplete without indicating the established means of adjudication of matters falling within the scope of this document.

The By-Laws and Governing Policies of the Board of Governors, and the Western Illinois University Handbook outline the procedures for the termination-for-cause of a tenured faculty member or the dismissal of a non-tenured faculty member. These procedures are in accord with the "Statement on Procedural Standards in Faculty Dismissal Proceedings" and Regulations 3 through 6 of the "1972 Recommended Institutional Regulations on Academic Freedom and Tenure."

Procedures to deal with cases that may lead to censure or reprimand short of dismissal will be in accord with procedures outlined in the "Statement on Procedural Standards" and Regulations 7 and 15 of the "1972 Regulations." The term "censure" is herein understood to mean a formal expression of disapproval or an adverse judgment of the conduct of a faculty member; the term "reprimand," a lesser sanction, is understood to be a severe reproof of the faculty member's conduct. Either sanction, however it may have originated, is imposed by an administrator with supervisory authority over the faculty member, and it must be stated in writing.

In all such cases the individuals involved should make every effort to resolve the issue privately, before resorting to formal adjudicative proceedings. The recommendation of the faculty hearing committee shall be subject to review by the President of Western Illinois University.

Any questions of interpretation of procedures set forth in this statement shall be resolved by the Faculty Senate.

This statement attempts in general terms to define the duties, rights, and responsibilities of faculty members at Western Illinois University. It is meant to be a guide to the faculty in carrying out their professional responsibilities. There is no intent either to alter or to abridge the existing By-Laws and Governing Policies of the Board of Governors or the established regulations of Western Illinois University, all of which are published elsewhere.

1. By-Laws and Governing Policies, as amended, The Board of Governors of State Colleges and Universities of Illinois.

2. University Handbook, Western Illinois University.

3. "A Statement on Academic Freedom." The University of Illinois, Urbana-Champaign Campus, Fall Semester, 1970.

4. "Academic Freedom and Tenure, 1940 Statement of Principles and 1970 Interpretive Comments." AAUP Bulletin. Vol. 56, No. 3 (Autumn, 1970), pp. 323-326.

5. "Freedom and Responsibility: A Statement of the Association's Council." AAUP Bulletin. Vol. 56, No. 4 (Winter, 1970), pp. 375-376.

6. "Recommended Institutional Regulations on Academic Freedom and Tenure." AAUP Bulletin. Vol. 58, No. 4 (Winter, 1972), pp. 428-433.

7. "Statement on Professional Ethics." AAUP Bulletin. Vol. 55, No. 1 (Spring, 1969), pp. 86-87.

8. "Statement on Procedural Standards in Faculty Dismissal Proceedings." AAUP Bulletin. Vol. 54, No. 4 (Winter, 1968), pp. 439-441.

9. "Dissent and Disruption: Proposals for Consideration by the Campus." Carnegie Commission on Education, The Chronicle of Higher Education, March 15, 1971.

Approved: Faculty Senate, 5/11/71
Faculty Referendum, 6/1/71

Amended: Faculty Senate, 5/21/74 and 5/28/74
Approved: President, 5/29/74

SUMMER FACULTY ASSIGNMENT

1. The assignment of summer faculty should be based primarily on the kind of program needed by students expected to enroll in the sessions.

2. Within the restrictions of program demand, each college and department may apply a rotation system of summer employment. Such a system will always be subject to change where the program needs indicate a change is desirable. The first principle is to base employment on the needs of the students who enroll in the summer session.

3. Ordinarily, faculty members with thirty semester hours beyond the master's degree, but not having the earned doctorate, are expected to work towards the doctorate. Such staff members should usually be free during the summers so they may maintain steady progress in achieving their goals.

4. Faculty members with fewer than thirty semester hours earned beyond the master's degree should not be employed during the summer, except in case of specialized demand and upon agreement between the department chairman, the dean, and the Provost.

5. Other demands being equal, where a choice is to be made between employment of faculty members, a priority system following the general principles of degree, rank, length of service, and previous record of summer employment may be used to determine the decision.

6. As early in the year as possible, deans and department chairmen will be notified which staff members have been approved for summer employment. Once a faculty member's appointment is approved he will be expected to fulfill his obligation and will be released only if a qualified replacement can be found. Therefore, a faculty member should not be released from a summer contract after May 15, preceding the opening of the summer session, unless a very exceptionable circumstance arises.

7. Deans and department chairmen should make plans to include outstanding visiting professors in their summer session and quarter teaching programs, particularly in the area of the graduate offerings.

8. It shall be the responsibility of the deans and the director of the session to review, revise where necessary, and approve the summer programs and the proposals to employ faculty. All proposals are subject to final review and approval of the Provost, the President, and the Board of Governors of State Colleges and Universities.

9. All staff to be employed by or through the University during the summer, regardless of the source of funds by which they will be paid, must be authorized by the Board of Governors of State Colleges and Universities and by regular staff contract.

POLICY STATEMENTS FOR RESEARCH, PATENTS, AND COPYRIGHTS

Research Policy

Research, as one aspect of the broad area of scholarly activities, is a proper and necessary function of the University faculty, both in its own right and as an important complement to the teaching program.

Complete freedom of research is a recognized part of the University general policy on academic freedom.

The Research Council is charged with the responsibility to establish policy for facilitating, encouraging, and coordinating the research effort of the University and developing that effort toward the highest level of excellence.

A detailed description of the composition and powers and functions of the Research Council is given in the "Operating Paper for the Graduate School" which is appended to the University Handbook.

Patent Policy

1. The principle is recognized that discoveries, inventions and patents which are the results of research carried on by or under the direction of the members of the staff or students of the University on its time, with its facilities or from funds under the control of the University belong to the University and should be used and controlled in ways to produce the greatest benefit to the University and to the public. The Board of Governors of State Colleges and Universities may direct that such discoveries or inventions may be retained by the University in its own right or transferred to the Western Illinois University Foundation for the support of further research in the University.

2. Patentable discoveries will be submitted to the Research Council which will then submit them to the Research Corporation with whom the University has an agreement concerning patent development and management. If the Research Corporation accepts this assignment, said corporation will patent and commercialize the invention without expense to the inventor or to the University. If the discovery is not accepted by the Research Corporation for patent development or commercialization, it will be returned to the University and its disposition determined by the Board of Governors after considering the recommendations of the President of the University and the Research Council.

In the event that income is received by the University or the Western Illinois University Foundation from any discovery assigned to the Research Corporation, a proper share shall be paid to the inventor or discoverer. This share is to be determined solely by the Board of Governors, after considering the recommendations of the President and the Research Council.

3. Agreements with sponsors which contain the provision that the sponsor may determine disposition of patentable discoveries, may be accepted when required by Federal Statute or the established policies of the sponsor, when the sponsor is governmental or non-profit in character, and when the action of the University is waiving its rights to such discoveries is determined to be clearly in the public interest. In accordance with Board policy, waiver of the policy requires the approval of a committee composed of the Director of Research, or his delegate a representative carrying on the project, and a representative of the Business Office.

4. The share of any income for the University or the Western Illinois University Foundation resulting from the commercial development of discoveries or inventions shall be used primarily for support of further research within the University. Determination as to use shall be at the discretion of the President and the Research Council.

5. The University will not permit its name nor the official positions of its faculty to be used in advertising or promotion of commercial development resulting from research conducted at the University without the prior approval of the President of the University.

Approved: Board of Governors, 9/16/71.

Copyright Policy

1. The University recognizes that the writing of scholarly publications can be of benefit to both the author and the University, and thus is to be encouraged. The following types of material may be subject to copyright:

a. Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and proposals.

b. Lectures, dramatic or musical works, and unpublished scripts.

c. Films, film strips, charts, transparencies, and all other visual aids.

d. Audio and video tapes, cassettes.

e. Live audio and video broadcasts.

f. Programmed instruction materials.

g. Other materials.

2. The right to copyright any of the above, or to assign this right to a publisher, or producer, normally belongs to the author of the work. However, if the author is directly commissioned by Western Illinois University to prepare any of the above listed works, all rights to it shall belong to the University.

3. Any income arising from said copyrights may be used and controlled by the University in such a way as to produce the greatest benefit to the University and to the public. The Board of Governors of State Colleges and Universities may direct that such copyrights be retained by the University in its own right or transferred to the Western Illinois University Foundation for the support of further scholarly writing in the University. Should a copyright be so assigned, then a proper share shall be paid to the author. The amount of said share will be determined, before the copyright is applied for, by the Board of Governors after considering the recommendations of the President of the University and the University Research Council.

4. Research and service pamphlets may or may not be copyrighted at the discretion of the department issuing the work.

Approved: Board of Governors, November, 1972

POLICY FOR EVALUATION OF ADMINISTRATIVE FACULTY

1. The basic evaluation procedure applicable to all administrative faculty shall be based upon recommendations from the Council of Administrative Personnel as approved by the President.

2. All evaluation recommendations shall be submitted by the Vice Presidents to the Committee on Personnel, Evaluation and Promotion, who will forward same to the President with the Committee's recommendations. The President in turn shall prepare a final recommendation in each case for the Board of Governors.

3. The President or his designate, in consultation with the Council of Administrative Personnel, will formulate salary increase plans for administrative faculty. All salary adjustment guidelines will be determined by the Council of Administrative Personnel with the approval of the President.

4. Any question on tenure in an academic department for an administrator shall be resolved between the individual and that particular department. That is to say, if any academic department wishes to consider any administrative person and the administrator wishes to be considered, nothing in any administrative policies shall be construed to prevent this.

5. All administrative faculty must be fully informed, in writing, by the appropriate Vice President of the recommendations submitted to the President in their behalf and as approved by the Council of Administrative Personnel.

6. Executive assistants and administrative faculty will have the right to appeal recommendations which have been made in their behalf according to procedures developed by the Council of Administrative Personnel and approved by the President. As a final appellate body, the President may appoint a special review board which consists of administrative faculty with representation from each Vice Presidential administrative area. This board will exercise appellate jurisdiction only whenever an individual executive assistant or administrative faculty member submits a written request for an evaluation review. If such a case arises, the administrative review board will assume jurisdiction, study all the facts involved, and then make a final recommendation to the President.

Outside Consulting and Research Activities

House Bill 98 (76th General Assembly) dealing with consulting and research activities of faculty requires the following procedure to be followed at W.I.U.

1. The faculty member requests permission to undertake outside activities from the Office of the Provost and Academic Vice President (designated by the President as his agent in this matter).

2. The Provost and Academic Vice President reviews the request of the individual faculty member and indicates approval or disapproval.

3. Any approval is contingent upon the requirement that all the professional obligations of the faculty member to the University must in no way be compromised through the undertaking of the consulting activities. This statement is indicated in writing by the Office of Provost and Academic Vice President at the time the approval is given.

4. Further, the faculty member is informed that under the provisions of the House Bill 98, he must report the total amount of time that he spends in the particular consulting activities between the time of approval and the end of the fiscal year on June 30. The faculty member is further informed that the law does not require any reporting of any monetary compensation for the consulting or research activities approved by the University.

5. All approvals given by Provost under House Bill 98 are filed in the Office of the Provost and Academic Vice President, and faculty members who have received approval will be reminded of the reporting obligations under the law at the close of the fiscal year.

ILLINOIS GOVERNMENTAL ETHICS ACT
(effective January 24, 1972)

The Illinois Governmental Ethics Act requires all "persons (except those primarily employed by the State in teaching as distinguished from administrative duties) who are compensated for services to the State as employees and not as independent contractors at the rate of $20,000 per year or more, and are employed by any branch of the government of this State, including but not limited to, . . . institutions under the jurisdiction of the . . . Board of Governors . . . to file annually a Statement of Economic Interests with the Secretary of State in Springfield."

It is the responsibility of individuals covered by this Act to file the appropriate form with the Secretary of State's Office in Springfield by April 30 of each year for the preceding calendar year. Copies of the form and the Act are available in the Academic Personnel Office.

A STATEMENT OF POLICY
ON
DISRUPTION OF ACADEMIC OR OPERATIONAL FUNCTIONS
AT INSTITUTIONS UNDER THE
BOARD OF GOVERNORS OF STATE COLLEGES AND UNIVERSITIES
STATE OF ILLINOIS

The Board of Governors of State Colleges and Universities is the governing board for a system of state universities which includes Eastern Illinois University, at Charleston, Illinois; Western Illinois University, at Macomb, Illinois; and Chicago State University and Northeastern Illinois University, both at Chicago, Illinois; and Governors State University, at Park Forest South, Illinois. The Board was created to operate, manage, control and maintain the universities in the system, and it is specifically charged by statute with making rules and regulations for the good government and management of the universities under its jurisdiction.

Campus disturbances have been occurring with increasing frequency throughout the United States and the Board has determined that the interests of all concerned would be served best by promulgating an express statement of policy as to the consequences of such a disturbance within this system.

The policy enunciated herein is in no sense intended to deprive any person of his rights of free speech and assembly; and the exercise of those rights in a lawful manner is to be encouraged at every institution under the jurisdiction of this Board. Actions, however, which deprive others of their rights without due process of law cannot be justified.

All too often campus disturbances have disrupted educational functions, deprived the majority of the right to pursue their education, and resulted in injury to persons and extensive damage to property. The State, no less than a private property owner, has the right and responsibility to preserve property under its control for the use to which it is lawfully dedicated. Neither the United States Constitution, nor the Constitution of the State of Illinois, preclude the State from controlling the use of its own property for lawful, non-discriminatory purposes.

Accordingly, in order that normal educational processes can continue without interruption and in order that individual safety, personal freedoms and property rights can be enjoyed without impairment, this Board declares that unlawful activities will not be tolerated on the campus of any institution under its jurisdiction. In particular, the Board believes that Article 21 of the Illinois Criminal Code provides appropriate penalties for dealing with persons who wilfully damage State property, commit trespass on the campus, or interfere with a public institution of higher education.

Criminal damage to State property is committed by one who does any of the acts specified in Section 21-4, Chapter 38, Illinois Revised

Statutes and, without regard to time or place, any person who knowingly damages campus property violates the law and should be arrested and prosecuted.

Criminal trespass to State land is committed by one who enters upon the campus or a building with legal notice that entry therein is forbidden or who remains in an area after notice to depart. It is lawful and proper to prescribe reasonable regulations as to conditions and times for access to campus buildings. Entrances, halls and exits must be kept open for normal operations and the safety of others; offices are to be used for purposes intended; and buildings are to be cleared and closed at established hours. Persons who violate such reasonable regulations should be notified to depart. This advice and notification should be given publicly and orally by an authorized representative. Thereafter, if such persons remain, a police officer should read applicable portions of the criminal trespass statute, Section 21-5, Chapter 38, Illinois Revised Statutes, and advise them that they are in violation of the law and that they will be arrested if they do not depart. In appropriate circumstances court action of an injunctive or criminal nature should be sought.

Interference with a public institution of higher education is committed by one who, without authority from the institution, through force or violence, actual or threatened, wilfully acts as prohibited by Section 21.2-1, Chapter 38, Illinois Revised Statutes. In appropriate circumstances court action of an injunctive or criminal nature should be sought.

Members of a campus community who participate in unlawful activities which disrupt educational functions will be dealt with in accordance with established disciplinary and administrative processes. Such processes may be invoked regardless of either civil or criminal actions arising out of the same event.

When the Presidents of the institutions of this system, in their judgment, believe that unlawful activities, which disrupt educational functions, warrant, they are directed to make prompt application to those agencies provided by the State for the purpose of dealing with those who break the law. Police should be summoned without delay, public prosecutors should be advised of the situation and the courts should be asked to make timely disposition of all cases resulting from the incident.

Education is the living and growing source of our progressive civilization, of our open repository of increasing knowledge, culture and salutary democratic traditions. It deserves our highest respect and fullest support in the performance of its lawful mission. No person, without liability to lawful processes, may intentionally act to impair or prevent the accomplishment of the lawful mission, process, or function of an educational institution.

Rev. 2-21-70

A STATEMENT OF POLICY
ON
DISRUPTION OF ACADEMIC OR OPERATIONAL FUNCTIONS
OF
WESTERN ILLINOIS UNIVERSITY

Students have the right, accorded to all persons by the Constitution, to freedom of speech, peaceable assembly, petition and association. Students and student organizations may examine and discuss all questions of interest to them, and express opinions publicly as well as privately. They may support causes by lawful means which do not disrupt the operations of the University, or organizations accorded the use of University facilities.

The University administration has consistently taken the position that freedom on the campus is not divisible. If students who wish to interview a prospective employer can be prevented from doing so, they also can be prevented from hearing a speaker to whom some persons object. However idealistic the motive, neither tactic is permissible on a campus which cherishes freedom.

Any person who interferes with the academic or operational functions of the University will be asked to cease and desist. If he does not do so, the following steps will be taken:

1. The individual who is interfering with the academic or operational functions of the University will be asked to identify himself.

2. If the individual refuses to identify himself or to cease and desist, he will then subject himself to arrest, and will, after being identified by the police, be charged with appropriate civil law violations.

3. The individual who is interfering with the academic or operational functions of the University who refuses to identify himself, or to cease and desist, will also subject himself to immediate suspension from the University and be informed of the opportunity for an appeal hearing to be established at the earliest feasible date.

Rev. July 1, 1970

REGULATIONS GOVERNING THE APPEARANCE OF OFF-CAMPUS SPEAKERS INVITED BY RECOGNIZED STUDENT AND FACULTY GROUPS AT WESTERN ILLINOIS UNIVERSITY

1. The freedoms of speech and assembly guaranteed by the first and fourteenth amendments to the United States Constitution shall be enjoyed by the students and faculty of Western Illinois University as respects the opportunity to hear off-campus or outside speakers. Free discussion of subjects of either controversial or noncontroversial nature shall not be curtailed.

2. In order to properly process the request and provide the essential facilities, a request for a speaker will be honored only when made to the University in writing by a recognized student or faculty group ten (10) working days prior to the proposed engagement. The Speakers Review Committee (outlined below) shall have the power to waive the ten-day limit in the event that a speaker becomes available to a faculty or student organization on short notice.

3. The request shall set forth the name of the requesting student or faculty organization, the proposed date, time, location, topic of speech, expected size of the audience, anticipated need for public address system, parking and traffic control.

4. The University Relations Office shall be the authorized University agency to consider requests for speakers. University Relations shall notify the sponsoring group of the approval or denial of its request within two (2) working days after the request has been submitted.

5. The University Relations Office shall deny a request only if the event as proposed conflicts seriously with academic activities (classes, etc.), a previously scheduled event, or if there is substantial evidence it will lead to disruption or lawless action as objectively defined in the regulations. It shall be required that the University Relations Office state the specific reason(s) for any denial of a request at the time the sponsoring group is informed of the denial.

6. No invited speaker may advocate the use of force or the violation of law where it is directed to inciting or producing imminent lawless action and is likely to incite or produce such action.

7. Where the request for an outside speaker is denied, any sponsoring organization thereby aggrieved shall, upon written appeal to the President of the University, obtain a hearing (within two (2) days following the filing of its appeal) before a Speakers Review Committee for a de novo consideration of the request. The Speakers Review Committee shall have power to grant or deny the request. If such request is neither granted nor denied within said period, it shall be deemed granted and the speaker's invitation shall be issued. The Speakers Review Committee shall be composed of two students, two faculty members, and one administrator. The President shall appoint the members of the Committee--the two students to be recommended by the Student

Government Association and the two faculty members to be recommended by the Faculty Senate--for one-year terms beginning in September of each calendar year.

8. The sponsor assumes the responsibility for notifying a speaker of the regulations governing his appearance.

9. The appearance of an invited speaker on campus does not constitute an endorsement of his views by the institution or its faculty, its administration or its governing board.

10. These regulations shall not apply to speakers invited by instructors to speak in the classroom except that the speaker shall be held fully accountable for any violation of law committed by him while he is on campus.

11. These regulations shall not apply to the "Free Speech Area" except that the speaker shall be held fully accountable for any violation of law committed by him while he is on campus.

12. Non-university groups using institutional facilities on a rental or community service basis shall conduct their programs in a manner to avoid interference with institutional program, and shall be held totally accountable for disruption or damage which occurs attendant upon their presence on campus.

Approved: Faculty Senate, December 7, 1971.
Student Government Association, January 11, 1972
President, WIU, January 18, 1972

STATEMENT ON THE ADMINISTRATION OF BOND REVENUE BUILDINGS AT WESTERN ILLINOIS UNIVERSITY

June 21, 1972

Several serious questions have been raised in recent months concerning the proper administration and management of all bond revenue buildings (residence halls, University Union, etc.) at W.I.U. This directive is issued to clarify for all interested parties the basis of policies for the governance and administration of buildings.

The governance of all phases of Western Illinois University, including bond revenue buildings, is a function of the Board of Governors. The authority to govern cannot be delegated; by law it must remain with the Board of Governors.

The administration of bond revenue buildings is delegated by the Board of Governors to the President of the University; he, in turn, has delegated portions of this function to appropriate Vice Presidents and other campus administrative officers. These officers are accountable to the Board for the proper management of bond revenue buildings.

The authority to administer bond revenue facilities has not been delegated to students, faculty, alumni, or other constituent groups of the University. It needs to be clearly understood by all members of the University community that the payment of a fee does not establish a basis in law, Board policy, or sound administrative practice for student governance or administration of bond revenue buildings. The rationale for this position is:

1. The management of bond revenue buildings must be subject to the same administrative and budgetary controls as all other functions of the University. Operation and control of these facilities must be entrusted to those with professional experience, commitment, permanence, and accountability. The source of funds has no direct relation to the choice of persons qualified to assume administrative responsibility.

2. Some students have drawn the incorrect inference that payment of fees entitles them to a level of participation in the control over bond revenue buildings, which is different from that which they exercise in the academic areas of the University by virtue of the payment of tuition. Neither fees nor tuition are a precise dollar measurement of any individual student's use of a particular facility or his participation in a particular program, nor do they entitle him to any particular role in the management of facility or program. The fact that bond revenue fees are an alternative method of financing certain University operations in no way justifies a different governance or administrative pattern from that which relates to tuition, endowment or tax-supported activities.

3. Further, it is apparent that bond revenue buildings derive support from a number of sources. In addition to today's students (and tomorrow's), many generations of former students--now alumni--paid fees while enrolled at the University, to amortize the costs of residence halls, Union, and Western Hall. The State of Illinois has provided the land. The current operating costs for most of the bond revenue buildings are met largely by the income from their services to students, staff, faculty, alumni, and guests of the University; however, utilities and some other supportive services are provided by the University.

The opinions and guidance of students and other interested and affected members of the University community should certainly be taken seriously into account in establishing operating policies for the bond revenue buildings. The Board of Governors has consistently affirmed its commitment to this principle by providing or approving mechanisms through which full-time professional University personnel work in close consultation with advisory groups of students and staff.

However, the line between advisory and administrative functions must be maintained. This is not a technique aimed at excluding students from influencing policy. On the contrary, the distinction between advice and decision-making permits significant participation by those whose limited time, experience, interest, and conflicting constituencies make it impossible to maintain the same commitment as those who are devoting their energies and professional skills--fulltime--to the University. These operations require training and experience in such areas as counseling, management, contractual relations, State and Federal law, budget policies, building services, etc.

All policy and operational decisions for the bond revenue facilities at Western must rest with the administrators whose authority is derived from the Board of Governors, through delegation from the President.

Approved: University Bond Revenue Committee, July 19, 1972.

CONFIDENTIALITY OF RECORDS

Requests for information from student or employee records, except for public information which is otherwise available, require the individual's consent for disclosure of the content of his/her file. Records for students and employees are considered confidential and are unavailable to agencies and/or individuals except as specified above.

If a subpoena is secured, the student or employee whose record is being subpoenaed will be notified. Any question about the subpoena will be referred to the Board of Governors' legal counsel.

OFFICE OF DEPARTMENT CHAIRMAN
Policies and Procedures

I. Selection of Department Chairman

The nominations of a department chairman shall be made by a departmental Search and Screening Committee, subject to approval of a majority of the voting members* of the department and by the dean of the college. The final appointment is made by the President subject to the approval of the Board of Governors of State Colleges and Universities.

II. Term of Appointment of Department Chairman

A. A department chairman shall be appointed for a term of four years, renewable by agreement of the incumbent, a majority of the voting members of the department, and the dean of the college following the regular four-year review.

B. Special reviews of an appointment in less than four years shall be initiated at the option of (1) the dean of the college after consultation with the voting members of the department; or, (2) by at least a two-third's majority of the voting members of the department. Each college shall establish, in consultation with its faculty, policies and procedures governing the review procedure. The views of the incumbent chairman shall be sought at all stages of the proceedings.

C. The term appointment of a department chairman does not abridge his right to academic tenure as a faculty member.

III. Periodic Review

The chairman and the department shall be reviewed once every four years. The review shall take place in the fourth year of the chairman's current term of office. The review shall be initiated by the dean. Each college shall develop, in consultation with its faculty, appropriate procedures for the conduct of the department and chairman's reviews.

*Voting members shall be determined by the department.

IV. Duties and Responsibilities

The chairman as the chief executive officer shall represent the faculty of the department to the administration and shall be responsible for the execution of University and college policies insofar as they concern the department. More specifically, he shall be responsible, with the counsel and advice of his faculty, either directly or through committees, for:

A. Recruiting new faculty and non-academic personnel

B. Evaluating departmental members for retention or non-renewal of appointment

C. Recommending promotion and salary increments

D. Preparing and administering the departmental budget

E. Preparing schedules of courses and class assignments of departmental faculty

F. Developing departmental curriculum

G. Encouraging faculty members in his department to improve themselves professionally through study, research, and participation in professional organizations

H. Furnishing leadership for evaluation and improvement of instruction and academic advisement in his department

I. Classroom teaching as appropriate; and all other matters which affect the general welfare of the department

J. Convening departmental meetings on a regular basis, but not less than once each quarter

K. Overseeing and reviewing long-range departmental goals and objectives

V. Effective Date

Chairmen currently in office shall continue until the end of their three-year appointment. Subsequent appointments will be for four-year terms.

Approved: President, 2/5/71
Revised: Faculty Senate, 3/18/75
Approved: President, 4/7/75

STATEMENT ON THE DEPARTMENT

PREFACE

This description of the position of the department within the operation of Western Illinois University has been prepared by the Faculty Senate. It is to be used as a guide by the faculty and the administration in the efficient utilization of expertise which resides in the academic departments of the University. The description deals with the organization, operation and resources available to the department to attain its academic goals. Accordingly, the department shall establish its procedures of internal governance recognizing college and University governing principles.

The department is the primary educational unit of organization and administration within Western Illinois University. It is established for the purpose of carrying on programs of instruction, research, and service in particular fields of knowledge. The department has the fullest measure of autonomy consistent with the maintenance of general college and University educational policies and correct academic relations with other units of the University. Prior to the formulation of college or University policy which will affect departmental operations, a departmental viewpoint shall be solicited.

The creation of a new department may be recommended to the Board of Governors if the college governance system makes such a recommendation and, in turn, this action is also recommended by the Faculty Senate and approved by the Provost and President. The restructuring of an existing department is to be handled in a similar fashion provided the department's viewpoint is solicited as the initial step.

Personnel

The personnel of the department shall consist of the faculty and chairman, and other academic staff who, on the nomination of its chairman, approval of the college dean, and approval of the Provost and President are appointed or assigned to it by the Board of Governors. The faculty of the department shall be persons holding full-time departmental appointments as instructors, assistant professors, associate professors, or professors rank. Other academic staff may be included in the department by approval of departmental faculty and the chairman. The voting rights of department faculty shall be determined by the department. Before the chairman nominates any person for faculty rank in the department, the nomination must be approved in accordance with the established procedures of the Board of Governors, the University, the college, and the department. Every appointment shall be made on a merit basis.

The chairman of the department, who serves as the chief representative of the department, shall be selected and reviewed in accordance with University policies and as implemented by procedures adopted within the college. The faculty should actively participate with the chairman in the department decision-making process. The chairman should also be allowed the flexibility needed to provide academic leadership as well as efficient administration of the department.

Academic departments have the basic responsibility for, and should make the initial recommendations in, the following personnel matters:

a. the recruitment of new and replacement personnel, including the faculty, the chairman, and non-academic staff,

b. the evaluation of personnel for the purpose of making recommendations for retention, non-retention, promotion, and tenure,

c. the evaluation of all departmental personnel for salary purposes,

d. the approval of applications of sabbatical leaves and personal leaves without pay by staff members, and

e. the encouragement of professional growth.

Efficient and fair administration of personnel matters should include the maintenance of individual records. By request, an individual should be able to examine the contents of his own departmental file, except for confidential letters of recommendation. All understandings, agreements, and recommendations in personnel matters should be made in writing; accurate records are vital to the individual and the department.

Curriculum

A department, operating within University policies and constraints, once established, has the right to autonomy in the following basic academic areas:

Programs

The department initiates recommendations for the requirements for programs leading to a major and minor in its discipline, and may initiate additional requirements for majors and minors in cognate areas. The department recommends the course content, credit hour

value, and prerequisites of all courses in its discipline. The course outline should be available to the faculty at large and to the students, and the course description printed in the catalog shall coincide with the course content.

The expansion of the scope of interest in many of the academic areas currently offered in the University occasionally creates an overlap, and at times a duplication of courses offered by two or more departments. Interdisciplinary approaches are encouraged; however, duplication should be avoided. Questions of intra-college duplication or questions concerning a particular course or program should be resolved by the college dean after consultation with appropriate faculty committee(s).

Instruction

The department has the responsibility for the academic advising of all majors and minors. The department may assist in professional and personal guidance as requested by the student. The department has the primary responsibility for other matters directly related to curriculum in a) research, b) scheduling of classes within assigned physical facilities, c) methods of instruction, and d) teaching loads and reassigned time (within general University guidelines).

Resources

The department shall be involved in decisions regarding the allocation of facilities, personnel, funds and other resources to it. The internal structuring of these resources for the established academic goals and procedures involving the faculty of the department shall be the responsibility of the department.

Budget

There should be fair and equitable treatment throughout the University in the initial allocation of funds to colleges and academic departments, reflecting the special budgetary needs which serve to distinguish one department from another. However, there should be a realistic attempt made to allow the academic department maximum flexibility and judgment in all budgetary matters. Of chief concern is the involvement of the department, through the college, at three levels in the budgetary process.

1. Initiation of Budget Requests: Each department shall have the opportunity to clearly state in its own terms its budgetary needs and to document these needs in ways which department members consider to be appropriate prior to the establishment of the college and all-University budget.

The department shall have the right and responsibility for calling to the attention of all those involved in the budgetary process beyond the department level what the department considers to be requirements in each line item. These needs shall be communicated through established University channels.

2. Allocation of Funds: At the stage where the initial request for funds from individual departments must be balanced against the actual funds appropriated to the University through the legislative process, the department, through the college, should be given the opportunity to re-examine original requests in light of dollar amounts appropriated to the University. Where possible the department should be allowed to readjust its budget among line items. The policy should permit maximum flexibility within the bounds of University budgetary procedures.

3. Expenditures of Funds: At the point where departments have been allocated dollar amounts by line item, maximum autonomy should be granted in the determination of expenditures. Only under unusual circumstances should college and University policy limit the right of the department to spend allocated funds as designated by department faculty. Two considerations are of utmost importance:

   a. When college or University policy limits departmental prerogative in the expenditure of funds, such policy shall be carefully explained to the department(s) involved. Due to the sensitive nature and extended impact of budgetary decisions related to personnel, special precautions shall be taken to preserve the right of department members to initiate recommendations in these areas.

   b. When changes in the allocation or assignment of positions (both academic and non-academic) are being considered, the department shall be consulted.

Summary

A department is a community of colleagues centered around one or more disciplines. Its major purposes are to structure and operate a curriculum, perform appropriate services, and conduct research within a college and the University. Autonomy over these purposes is best realized within a department when authority and responsibility are shared by the faculty through the chairman.

Cooperation between the various units of the University and the department is to be encouraged. However, should a dispute arise

between the department and another unit of the University concerning the proper limits of this autonomy, the department may appeal for a ruling to appropriate faculty and administrative bodies. Any change in a departmental recommendation at a different level should include a statement in writing to the department of the change and the specific reasons for the change.

Approved: Faculty Senate 5/8/73

Approved: (as amended), President 5/31/73

OFFICE OF THE DEAN
Policies and Procedures

I. Selection of a College Dean

When a vacancy occurs in the office of a college dean, a Search and Selection Committee shall be elected by the college in consultation with the Provost and Academic Vice President. The composition of the Committee shall include faculty, chairmen, and students from that college. The Committee shall be responsible for identifying candidates, selecting those to be interviewed, conducting the interviews, and in consultation with appropriate groups in the college, recommending to the President and the Provost and Academic Vice President the three to five names of individuals for the deanship in order of preference.

II. Selection of Other Deans

For other than college deans who are members of the Deans' Council (Dean of Admissions and Records, Dean of Continuing Education, Dean of International Programs, Dean of the School of Graduate Studies, and Director of University Libraries), a Committee shall be constituted by the Provost and Academic Vice President. The composition of the Committee shall include faculty, chairmen, civil service personnel, students, and Student Affairs staff as appropriate. This Committee shall have the same responsibilities as noted above for the Search and Selection Committee of a college dean.

III. Term of Appointment and Process of Review of Deans

The dean serves at the pleasure of and is responsible to the President and the Provost and Academic Vice President. The appointment is for an indefinite period. Formal review of the dean and the college (or division) will be initiated and held at the discretion of the President and the Provost and Academic Vice President and shall occur at least every five years in consultation with the dean, the college faculty, and other appropriate groups. A Review Committee will be established with representatives of the faculty, chairmen, students from that college, and a staff member from outside the college to assist in the formal review or, in the case of other deans, faculty, chairmen, civil service personnel, students and Student Affairs staff, as appropriate, will constitute the Review Committee.

IV. Duties and Responsibilities

The dean of the college is its chief executive officer and is responsible to the President and the Provost and Academic Vice President of the University for the administration of that college. In consultation with representative faculty committees, the dean is responsible for carrying out college educational policies. He shall represent the college on standing and ad hoc administrative committees in the central administration and University.

The duties and responsibilities of the college dean include the following:

1. Review the internal policies of the college and insure that they are in accord with provisions found in University and Board of Governors Policies.

2. Review the objectives of the college to insure that they are in accord with those of the University.

3. Represent the college on standing and ad hoc administrative committees in the central administration and University.

4. Coordinate the activities of the assistant deans and department chairmen relating to the development and growth of the college and departments.

5. Initiate departmental and chairman reviews.

6. Encourage and evaluate new developments and disciplines for potential professional improvement.

7. Develop and administer the college budget in consultation with the college budget committee.

8. Encourage and support institutional development and curricular growth.

9. Stimulate the improvement of instructional quality and innovation.

10. Disseminate available information for grants and instructional improvement and material acquisition.

11. Receive, review and approve or disapprove recommendations on promotions, tenure, salary adjustments, evaluation of faculty for retention and nonretention, and other related matters in consultation with the College Personnel Committee.

12. Oversee the recruitment of new faculty and civil service personnel in consultation with the appropriate college committees.

13. Promote professional development of the faculty through grants or released time in consultation with the appropriate college committees.

14. Insure adequate instruction of new chairman and faculty in policies and procedures of the college and University.

15. Assist in procuring grants in consultation with departments and appropriate college committees.

POLICY ON NEPOTISM

The policy of the University is that employment decisions should be made on the basis of merit. The principles of equal employment opportunity are a part of the general policy of the University.

Employees should neither initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence) to members of their immediate family.

For the purpose of this policy statement immediate family includes spouse, son or daughter (including stepchildren), grandchild, son-in-law and daughter-in-law, parent (including stepparent), grandparent, father-in-law, mother-in-law, brother and sister (including stepbrother and stepsister).

This policy shall apply to all categories of employment at the University.

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